PROFESSIONAL DEVELOPMENT TRAINING

Project Management Fundamentals Training

09 884 0762

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1.0 DAY COURSE

Unlock Project Success in Just One Day

Master the core principles of effective project management with our intensive 1-day Project Management Fundamentals course. Whether you're stepping into project management for the first time or looking to reinforce your existing skills, this course will provide practical, real-world tools and techniques to help you deliver successful projects, on time and within scope.

Designed for business professionals, team leaders, and aspiring project managers, this engaging and interactive program will boost your confidence and capability to manage projects from initiation to close.

This dynamic course by PD Training is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click the Group Booking Quote tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

In today's fast-paced and results-driven business environment, the ability to manage projects effectively is more than just a skill, it's a critical capability that drives success and growth. Regardless of your industry or role, understanding the fundamentals of project management can transform the way you plan, lead, and deliver work.

This one-day Project Management Fundamentals course is designed to provide a practical and accessible entry point into the world of project management. Whether you're new to the discipline or looking to formalise and enhance your existing experience, this course will equip you with the essential tools, frameworks, and confidence needed to manage projects with clarity and control.

Our aim is to make project management approachable, relevant, and immediately applicable. You'll explore real-world examples, engage in interactive learning, and walk away with a clear understanding of how to apply these principles to your own projects starting the very next day.

We hope this course ignites your curiosity, builds your capability, and sets you on a path toward greater project success.

Outcomes

- By the end of this course, participants will be able to:
  - Understand the role and responsibilities of a project manager
  - Define project scope and create a Work Breakdown Structure (WBS)
  - Apply basic project planning techniques, including estimating and scheduling
  - Identify and manage project risks proactively
  - Implement change control processes to manage scope changes effectively
  - Communicate clearly with stakeholders and manage expectations
  - Build and lead a collaborative and motivated project team
  - Monitor project progress and adjust plans as needed
  - Close projects effectively, capturing lessons learned and outcomes achieved
  - Apply project management principles to real-world scenarios immediately

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Modules

Lesson 1: The Profession of Project Management

- Understand what it means to be a project manager and how this profession can add significant value to your career and organisation.

Lesson 2: Scope Definition & the Work Breakdown Structure (WBS)

- Learn how to define project boundaries and break down tasks effectively to ensure every detail is covered.

Lesson 3: Controlling Changes

- Master change control techniques to keep your project on track and prevent scope creep.

Lesson 4: Estimating Techniques

- Explore practical methods for estimating time and resources, so you can budget accurately from day one.

Lesson 5: Preparing a Project Schedule

- Build a timeline that aligns with project goals and keeps everyone moving forward.

Lesson 6: Project Risk Management

- Identify potential project risks early and develop strategies to manage and mitigate them effectively.

Lesson 7: Stakeholder & Communications Management

- Strengthen your communication skills to keep stakeholders engaged and informed throughout the project.

Lesson 8: Team Development

- Cultivate a productive, motivated team that works collaboratively to achieve project success.

Lesson 9: Closing a Project

- Learn the essential steps for wrapping up a project successfully, capturing key lessons, and celebrating achievements.

Talk to our expert team

Phone: 09 884 0762

Email: enquiries@pdtraining.co.nz