



Reach **to** *Achieve*
C O N S U L T I N G

• systems • people • processes

TRAINING DIRECTORY 2011

© Reach to Achieve Consulting 2011
"Improving Business Performance"

Please contact us with any enquiries in relation to our workshops... and remember we can customise the programs to your specific requirements!

Office :0894703177

Mob: 0433658031

Email: info@reachtoachieve.com.au

Web: www.reachtoachieve.com.au

■ systems

■ people

■ processes

TABLE OF CONTENTS

1. [APPROACH TO TRAINING](#)

1.1. [The 3 Key Areas to Cover In Training](#)

1.2. [Reach to Achieve Approach to Training](#)

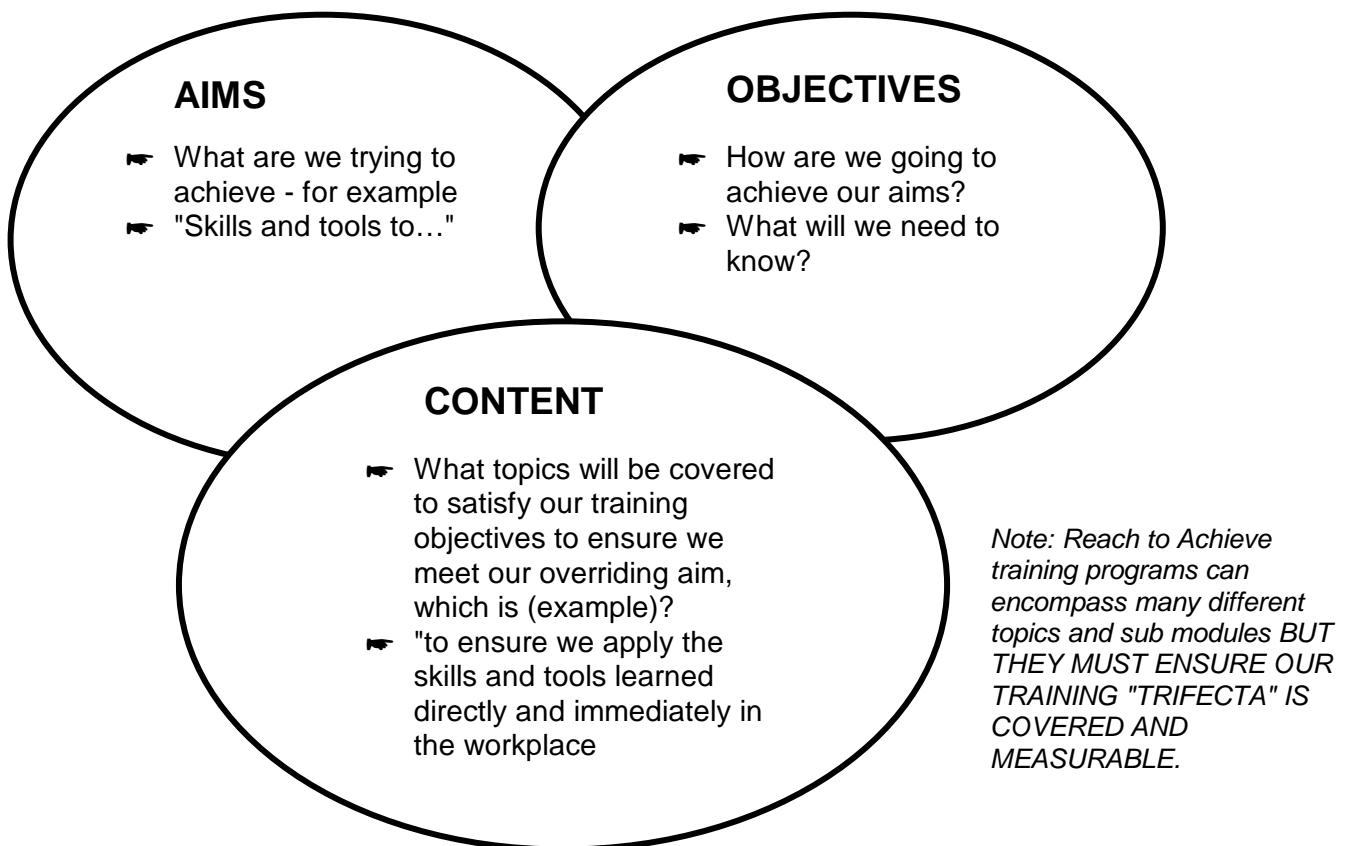
2. [PROJECT MANAGEMENT](#)

2.1. [Project Management - 3 Day Course](#)

2.2. [Project Management - 1 Day Course](#)

1. APPROACH TO TRAINING

1.1. The 3 Key Areas To Cover In Training ...



By following the above "TRAINING TRIFECTA" MODEL we will ensure that regardless of topics and participant mix selected we have the best chance of measuring the success of Reach to Achieve Training Programs.

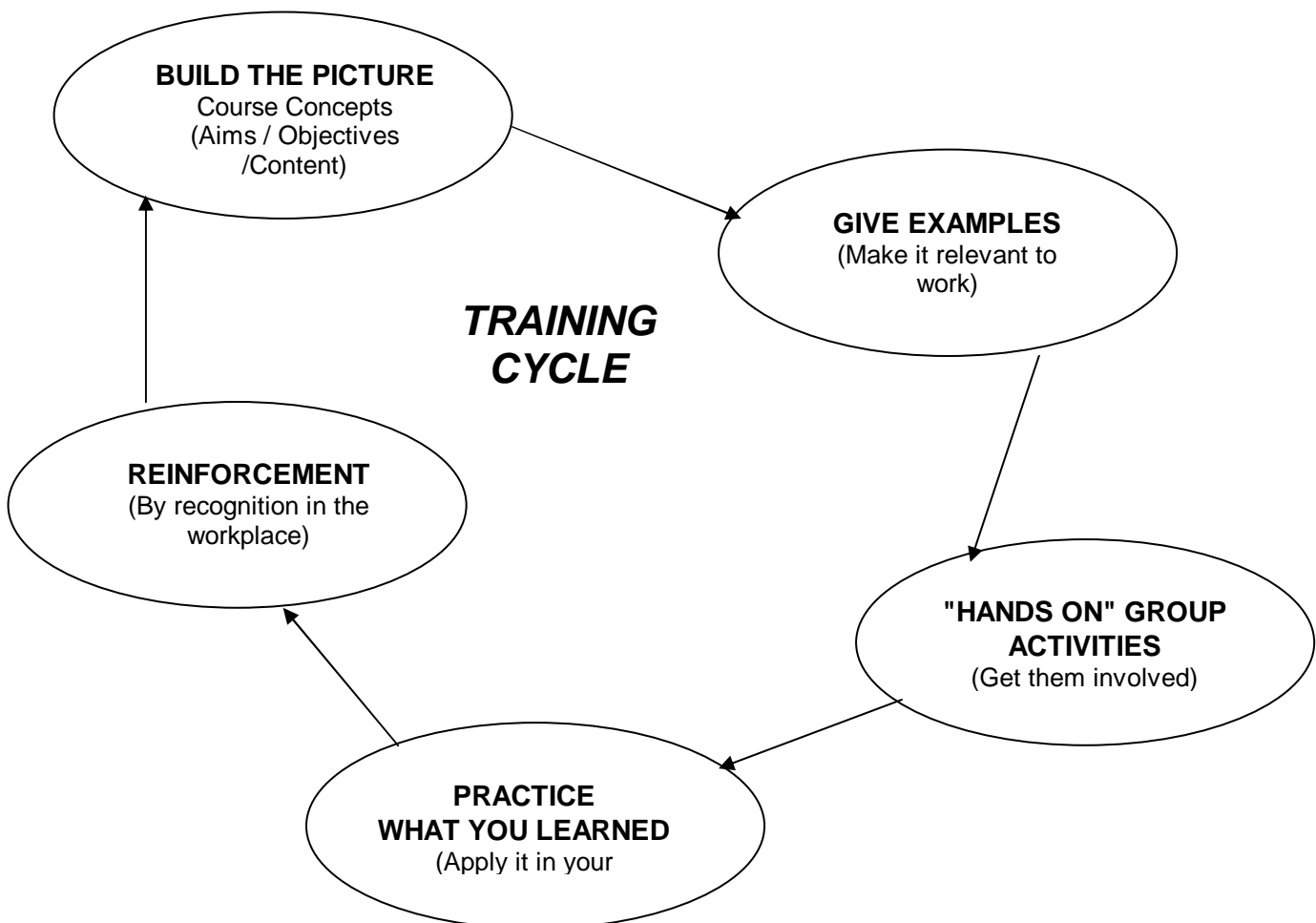
1.2. Reach to Achieve Approach to Training

It has to be worth the "FEE"

- ☛ FUN
- ☛ ENTERTAINING
- ☛ ENLIGHTENING

Achieve these; relate it to your workplace and performance improvement will happen.

The interactive group based approach works best for us and has the most immediate impact in the work place. The approach is consistent for all sessions, for all groups. It is best demonstrated as follows:



2. PROJECT MANAGEMENT

2.1. Project Management - 3 Days

OVERALL SESSION AIM:

To present participants with the skills and tools necessary to manage projects in a corporate organisation and implement effective and consistent project management techniques to successfully measure project outcomes

OVERALL SESSION OBJECTIVES:

- Understand the fundamentals of project management in a corporative organisation.
- Apply knowledge acquired to manage projects successfully
- Be able to manage projects with a special focus on financial and risk management aspects of project management
- Be able to develop a business case for projects identifying key benefits applying balanced scorecard methodologies
- Be aware of the key aspects of successful projects
- Understand and apply the 3 key phases of project management and the 3 key factors that shape every project
- Understand how to manage and co-ordinate projects through your people by identifying the key attributes of successful project teams
- Be able to understand and identify the key pitfalls to avoid for successful project management
- Be able to apply the tools learned in their workplace to implement effective project management techniques to better manage projects in a corporate organisation

OVERALL SESSION CONTENT:

- Project Management Process Overview - [Day 1 Session 1](#)
- Project Teams & Project Planning - [Day 1 Session 2](#)
- Project Management Tools & Control Techniques- [Day 2 Session3](#)
- Financial and Risk Management for Projects - [Day 2 Session 4](#)
- Reporting and Evaluating On Project Outcomes - [Day 3 Session 5](#)
- Case Studies Linking The Main Tools

■ systems

■ people

■ processes

2.1. Project Management - 3 Days

DAY 1 - PROJECT MANAGEMENT - PROCESS OVERVIEW

Session 1 - Project Management Overview

Session introducing participants to the course and its overall aims, objectives and content - introducing the project management process overview framework over next 3 days.

SESSION AIM

To present participants with the skills and tools necessary to understand the overall project management process framework and some key strategies to adopt when managing projects in a corporate organisation.

OBJECTIVES:

- Understand the importance of the linkage between systems, people and processes when managing projects and assessing project outcomes
- Understand the Project Management Process Overview Framework and how to "Build The Picture" to start with
- Understand the 3 key phases that apply to ALL projects and the 3 key factors that influence ALL projects
- Understand the importance of linking Key Performance Indicators from the Business Case to the project deliverables / objectives
- Understand the importance of following a disciplined methodology / framework in order to maximise chances of successful project outcomes
- Understand the linkage between developing the project plan, reporting on the plan and evaluating the project performance
- Understand the importance of being able to use relevant measures in assessing success of projects

SESSION CONTENT:

- What is Project Management?
- How Well Do You Do It Now?
- 3 Key Phases for All Projects
- 3 Key Factors that influence All Projects
- Project Management Overview Process
- Building The Picture - Systems, People and Processes
- Developing the Business Case for Projects
- Group Activities linking the main concepts

■ systems

■ people

■ processes

2.1. Project Management - 3 Days

DAY 1 - PROJECT MANAGEMENT - PROCESS OVERVIEW

Session 2 - Project Teams & Project Planning

Session introducing participants to project teams and basics of project planning to understand the importance of combination of having the right people and resources to develop the project plan to meet outcomes identified from business case

SESSION AIM:

To present participants with the skills and tools necessary to understand, plan and organise people and resources to get the best chance of maximising project success

OBJECTIVES:

- Understand what makes good project teams - mix of skills required
- Understand the importance of the right structure in project teams to succeed - sponsor / manager / team
- Understand and implement the 8 Step Planning Process in relation to project planning
- Understand the importance of using S.M.A.R.T. Objectives as part of the project plan to help measure later the benefits / success of the project
- Be able to take responsibility for achieving project deliverables through appropriate planning, organising and delegation of tasks
- Be able to plan resource use to achieve targets
- Be able to prepare a project plan using appropriate templates and relevant tools
- Be able to apply the tools learned in their workplace to plan and manage projects better

SESSION CONTENT:

- What makes up good project teams
- Setting Deliverables / Objectives
- Planning & Organising Cycle
- 8 Step Planning Process
- Using Project Planning Templates
- Group Activities linking the main concepts

■ systems

■ people

■ processes

2.1. Project Management - 3 Days

DAY 2 - MANAGING & CONTROLLING PROJECTS

Session 3 - Project Management Tools & Control Techniques

Session introducing participants to some project management tools and controls to assist them in achieving controlled and positive outcomes for projects being managed

SESSION AIM:

To present participants with the skills and tools necessary to implement the relevant project management tools and control mechanisms to ensure projects are managed, controlled and reported on to ensure projects are on track or contingency measures are in place

OBJECTIVES:

- Be able to apply simple and practical project management tools in the workplace
- Understand the importance of control mechanisms in the project management process
- Identify relevant control mechanisms and disciplines required as part of project management
- Understand the importance of focusing on processes not people to achieve long term sustainable project improvements
- Understand how to plan, conduct and control effective project meetings
- Understand how to measure and report on progress of projects against set objectives
- Understand the importance of utilising balanced scorecard measures for management and control of projects
- Understand how to build in and report on contingencies when project progress is "slipping"
- Be able to apply the tools learned in their workplace to better manage and control projects

SESSION CONTENT:

- Using Project Management Tools
- Project Control Techniques
- Conducting effective project meetings
- Measuring project progress / success
- Reporting on project progress
- 7 key warning signs your project is in trouble and what to do about it
- Group Activities linking the main concepts

■ systems

■ people

■ processes

2.1. Project Management - 3 Days

DAY 2 - MANAGING & CONTROLLING PROJECTS

Session 4 - Financial and Risk Management for Projects

Session introducing participants to importance of being to manage the financial outcomes of projects whilst assessing risk of non-performance at the same time

SESSION AIM:

To present participants with the skills and tools necessary to implement and monitor financial budgets for projects undertaken and include within the budgets an appropriate and relevant assessment of the risks associated with undertaking the projects

OBJECTIVES:

- Understand how to prepare and analyse a budget for projects
- Understand how to manage the project budget and categorise between operational and capital requirements
- Be able to report on budget performance including non financial items (utilising balanced scorecard methodology)
- Understand how to determine and manage levels of risk in projects
- Be able to prepare a basic risk assessment plan prioritising tasks according to identified risk potential
- Be able to apply the tools learned to better manage budgets and assess risks in relation to projects being managed

SESSION CONTENT:

- Preparing a project budget
- Evaluating project business benefits against budget
- Risk Management Process in relation to Projects
- Determining Levels of Risk Using Likelihood ("L") and Consequence ("C") "factors"
- Group Activities linking the main concepts

2.1. Project Management - 3 Days

DAY 3 - PULLING IT ALL TOGETHER

Session 5 - Reporting and Evaluating On Project Outcomes – “Pulling It All Together”

Session consolidating and summarising what we have done over last two days - project overview, project teams and planning, project management tools, project control techniques, financial and risk management into a final exercise pulling it all together from a project management - measurement review and evaluation perspective.

SESSION AIM:

To present participants with the opportunity to review, reflect and consolidate learning outcomes from past two days by completing Group Project Management Reports / Plans from case study exercise which identifies all key component sessions from the course and prepares final project plan and report with key performance measures identified and reported on.

OBJECTIVES:

- Review data in case study to be able to prepare all relevant information required demonstrating understanding and use of all relevant areas of project management process overview framework
- Prepare final summary project report identifying key issues and business cost / benefits taking into account financial / non financial factors / risks and contingencies
- Identify and report on all key project management tools and controls used
- Identify key risks from case study
- Identify process and project improvement opportunities
- Identify people management issues and opportunities
- Be able to report on issues in project plan across balanced scorecard areas of finance, process, customers, people
- Deliver a concise and credible group presentation addressing all relevant issues identified from case study.

SESSION CONTENT:

- Case Study Review
- Group Summary Reports / Plans for Presentation
- Group Activities Linking ALL Tools Learned over last 3 days
- Review of last 3 days
- Group Feedback
- Thank "Yous" and Celebrate Achievements!

■ systems

■ people

■ processes

2.2. Project Management – 1 Day

SESSION AIM: To present participants with the skills and tools necessary to understand the overall project management process framework and some key strategies to adopt when managing projects in a corporate organisation and apply a consistent methodology to project management.

OBJECTIVES:

- Understand the importance of the linkage between systems, people and processes when managing projects and assessing project outcomes
- Understand the Project Management Process Overview Framework and how to "Build The Picture" to start with
- Understand the 3 key phases that apply to ALL projects and the 3 key factors that influence ALL projects
- Understand the importance of linking Key Performance Indicators from the Business Case to the project deliverables / objectives
- Understand the importance of following a disciplined methodology / framework in order to maximise chances of successful project outcomes
- Understand the linkage between developing the project plan, reporting on the plan and evaluating the project performance
- Understand the importance of being able to use relevant measures in assessing success of projects

SESSION CONTENT:

- What is Project Management?
- 3 Key Phases & Factors That Influence ALL Projects
- Project Management Overview Process
- Project Teams & Project Planning
- Project Management Tools & Techniques
- Financial & Risk Management for Projects
- Reporting & Evaluating on Project Outcomes
- Group Activities Linking The Main Concepts

SESSION OUTCOMES:

At the end of this workshop people will have basic tools to confidently plan, manage and report on projects undertaken in your workplace and apply the tools learned immediately back in their workplace to better manage your projects.