



# LEADERSHIP DEVELOPMENT

## INTRODUCTION TO PROJECT MANAGEMENT

The Introduction to Project Management workshop has been designed to provide participants with a foundational understanding of Project Management. They will learn the five key elements needed to successfully lead any project.

### OUTCOMES

The participants of the Introduction to Project Management workshop will:

- Explore the importance of time and ROIT – Return on Invested Time
- Identify unproductive activities that are 'time robbers'
- Consider how 'time robbers' impact projects and project management
- Gain strategies for delegation and accountability – including goal setting and monitoring results
- Learn strategies for leading effective meetings including meeting management tools
- Understand the importance of prioritizing projects and leveraging tools to ensure completion
- Understand the importance of Project Charters – identifying scope, objectives, participants and key stakeholders
- Learn the role of the Project Manager
- Understand the cycle of any project
- Identify and establish strategies on how to manage risk
- Explore when and how to engage a team for any project

Participants are given a business project. Working in teams, they must design the project, develop the project charter and present the initial plan. They are given 3 hours to complete the task.