

The Systems 3 Group Mentor Program... moving businesses to the next level.

- ✓ *Need to ensure on time and on target project delivery?*
- ✓ *Do you have to manage one or many projects ...and find it's easy for focus to get lost along the way?*
- ✓ *Need easy-to-follow steps for Project Management?*

Project Management—OE9

Course Description

This 1-day course will provide you with knowledge and skills to:

- Create a **concise project plan** based on clearly defined outcomes
- Allocate tasks to achieve results
- Create a project **communication strategy** to manage clients stakeholders and your team
- **Develop highly effective action plans** to deliver on target
- **Monitor, measure and adjust** to stay on time

Who Should Attend?

- Project Owners
- Project Teams and Stakeholders
- Contract Managers
- Consultants involved in Project work

Special Features Of The Course

This course features practical steps to management. Following a planning model, you will establish a detailed project management plan that can be applied to major or minor projects.

Included In The Course

- Morning, afternoon tea and lunch
- **Course Manual: Successful Project Management**, S3G, 2008

Course Overview

Concepts

- **Understanding key roles** and key activities
- **Project phases:** plan, execution, conclusion and review
- Communication, budget, **reporting, risks and issues management**

Key Aspects

- Establishing project plans
- Roles and Responsibilities
- Allocation of tasks
- Communication strategies
- Action plans
- Monitoring, measuring and adjusting

HOW TO REGISTER

Price: \$5,500pp (inc GST) for the 10 month program. Please Enquire about our Mentoree Subsidy or \$495 for individual modules.

Phone: Toll Free (from within Australia)
1800 110 034

Fax: 61 7 3856 0099

? Questions
info@s3g.com.au

Course Calender
www.s3g.com.au



“ For me, it really helped simplify a daunting process. The case studies and real-life examples and the interactive discussion sessions really helped me fully understand what's required of me. ” **Melbourne, VIC**

The Process Of Exceeding Expectations

- **Project planning** Define stakeholders, appoint manager, concept -scope-objectives, budgets, constraints, schedules, personnel, costs, risk management, communications and reporting
- **Execution** task allocation and agreement, methods, project set up, implementation plans, contingencies, variations, short falls and issues management, meetings and review
- **Conclusion** finalise implementation, monitor benefits, celebrate project success
- **Review** post project review, quantifiable benefits, evaluation, enhancements

Group Discount (all public courses, 1 booking) : 3+ people 5% off total (within the same organisation)
5+ people 10% off total (within the same organisation)

Enquire about our *In-house Courses*

Environmental, Health & Safety:

- Environmental Management Systems Auditor (AE01)
- Occupational Health & Safety Auditor (AOH1)
- Integrated Environment, Health & Safety Auditor (EHS01)
- Environment, Health & Safety Internal Auditor (EHS02)

Health & Aged Care:

- Aged Care Quality Assessment (AA01)
- Aged Care Internal Auditor (AA03)
- Monitoring Systems - Taking Control (MA09)
- Retaining and Developing your staff (MA10)

Quality:

- Quality Management System Auditor (AQ01)
- Quality Management System Internal Auditor (AQ02)
- Laboratory Quality Management System Auditor (ALQ01)

Food Safety:

- Food Safety Management Systems Auditor (AFS01)
- Food Safety Management Systems Internal Auditor (AFS02)

OR:

We can address your **specific, key business and training requirements**. Please contact us for a **tailor-made, in-house course** proposal.

Fantastic Feedback

The evaluation of participant feedback forms from 2001 to 2007 reveals an average presenter satisfaction rating of 6.45 (on a rating scale from 0–7) and an overall course satisfaction rating from 6.35.

Our Expertise

All of the Systems 3 Group's trainers are currently practicing consultants. This means that they maintain current knowledge of operational methods, statutory requirements and enforcement criteria. In addition, all company trainers are tertiary qualified and company course designers hold Australian qualifications Certificate IV in Workplace Training and Workplace Assessor.

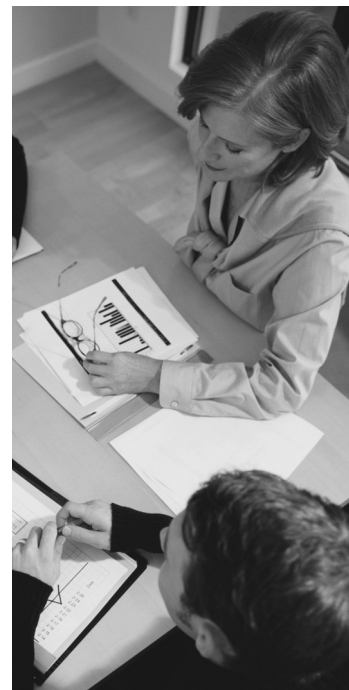
Our trainers are not 'career' trainers.

Instead, our trainers are experts in the industry—called upon by internationally recognised clients, often at crisis time.

This means students of our courses benefit from real-life, in-field experience and knowledge, with much of the case studies used in training coming directly from the field.

The bottom-line advantage to clients means students acquire practical knowledge at the front of their industry trends.

We have trained over 10,000 students and represent over 200 blue-chip clients internationally.



“ It was the round table and frank discussions regarding the outcomes that gave me the understanding of the full requirements. ” **Melbourne, VIC**