

PROJECT MANAGEMENT WORKSHOPS

APMM Group's Project Management workshops are designed to prepare you for the management of a large range of projects. The workshops cover the management of finance, human and material resources through to risk management and computer skills. Armed with the latest in project management techniques, your projects are much more likely to adhere to time, quality and cost constraints.

The Project Management Program can be customised and run in house using your own projects as the case studies. Alternatively participants can attend generic workshops and take away immediately applicable strategies and systems. You can opt to do the entire program receiving a Diploma or Advanced Diploma upon successful completion or you may only wish to improve one or more specific skills.

All the workshops have been designed and are conducted as stand alone workshops or as part of the Certificate IV, Diploma or Advanced Diploma qualification.

Each unit is accredited and participants will be awarded a statement of attainment upon successful completion of the unit and its associated workplace assessment.

The workshops are nationally accredited by ANTA and endorsed by the Australian Institute of Project Management (AIPM).

Certificate IV in Project Management (AQTF Level 4): This will be awarded upon successful completion and assessment of the 5 core workshops and MS Project Basic/Intermediate.

CORE WORKSHOPS

- Project Management Fundamentals
- Planning and Scheduling Techniques
- Cost Management
- Quality Management
- Risk Management
- MS Project Basic/Intermediate

Diploma in Project Management

(AQF Level 5): This will be awarded upon successful completion and assessment of the 5 core workshops, 5 Diploma workshops and MS Project Basic/intermediate.

DIPLOMA WORKSHOPS

- Project Integration
- Scope Management
- Project Human Resources Management
- Project Communications Management
- Project Procurement

Advanced Diploma in Project Management

(AQF Level 6): This will be awarded upon successful completion and assessment of the 5 core workshops, 5 Diploma workshops, 6 Advanced Diploma workshops and MS Project Basic/Intermediate.

ADVANCED DIPLOMA WORKSHOPS

- Earned Value Performance Management in Projects
- Developing a Project Methodology
- Managing Project Benefits
- Principles of Contract Management for Projects
- Project Tendering
- Leadership in the Workplace

APMM Group are Registered Assessors for the Australian Institute of Project Management award program that consists of:

- Qualified Project Practitioner (QPP) for project team leaders or project team members.
- Registered Project Manager (RPM) for Project Managers, and
- Master Project Director (MPD) for Program Managers.



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PROJECT MANAGEMENT FUNDAMENTALS – PMF02

OBJECTIVES

Successful completion of this program will provide participants with an understanding of the integration of the nine functions of Project Management and how they fit into the Project Life Cycle. Brief explanations of sections will focus on specific aspects of the nine functions and include activities and exercises.

CONTENTS

Module One – Introduction to Project Management

- Introduction – Course Outline
- What is Project Management?
- Project Management Models
- Project Activity Levels

Module Two – Project Organisation

- Who is involved?
- Relationships
- Structuring to meet the needs

Module Three – Setting up the Project

- Setting up the Project – The Basic Steps
- Defining the Purpose and Scope
- Determining the Project Objectives and Setting Goals
- Determining what must be done
- Meeting Clients needs
- Applying Project Constraints
- Examining the Project impact
- Terms of Reference

Module Four – Planning

- Project Planning
- Developing Project Specifications
- Identification of Tasks and Scheduling
- Capturing and Controlling Costs
- Quality in Projects
- “What if” Modelling

Module Five – Implementing

- Implementing
- Communication
- Modification of Plans and Variations
- Managing Change
- Tracking the Project

Module Six – Completion

- Delivering the Output
- Administration

Module Seven – Evaluation and Review of the Project

- Evaluation and Review
- Process and Procedures
- Human Resources
- Financial Control
- Client Satisfaction

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Identify project management characteristics essential to success.
- Describe the difference between a project and a venture.
- Set specific, measurable objectives for their projects.
- Plan projects using a defined process.
- Apply techniques to troubleshooting.
- Develop and structure a project organisation.

DURATION

One day



Units of Competency:

BSBPMG401A Apply Scope Management Techniques,
BSBPMG405A Apply Human Resources Management,
BSBPMG406A Apply Communications Management Techniques

SCOPE MANAGEMENT – PM02

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff, with the skills required to define and control the work elements included or excluded from a project, in order to ensure its successful completion.

CONTENTS

Module One – Overview

Module Two – Initiation

- Project Authorisation
- Inputs to Initiation
- Tools and Techniques for Initiation
- Outputs From Initiation

Module Three – Scope Planning

- Inputs to Scope Planning
- Tools and Techniques for Scope Planning
- Outputs from Scope Planning

Module Four – Scope Definition

- Inputs to Scope Definition
- Tools and Techniques for Scope Definition
- Outputs from Scope Definition

Module Five – Scope Verification

- Inputs to Scope Verification
- Tools and Techniques for Scope Verification
- Outputs from Scope Verification

LEARNING OUTCOMES

On completion of this workshop, participants will be able to:

- Understand the elements involved in the development and management of project scope.
- Describe the information that is required prior to developing each phase of the scope.
- Discuss the tools and techniques that can be applied.
- Understand the documentary requirements for each phase.

DURATION

One day



Units of Competency:

BSBPMG502A Manage Project Scope

PLANNING AND SCHEDULING TECHNIQUES – PM03

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to successfully plan and schedule their projects.

CONTENTS

Module One – Planning and Scheduling

- Planning the Project/Task
- What if modelling
- Project Specifications
- Critical Path Method

Module Two – Planning and Scheduling Techniques

- Network analysis
- Analysis of activities in a planning situation
- Drawing up the network
- Testing of network relationships
- Time analysis of the network
- The critical path
- Float and Slack
- Bar charts

Module Three – Cost and Resource Allocation

- Identifying the Costs
- Optimisation of Costs
- Resource Types
- Fast Tracking

Module Four – Completing and Evaluating the Project

- Tracking and analysing trends
- Identifying problems
- Delivering the Output
- Evaluating the process, results, and staff

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Plan projects using a defined process.
- Apply techniques to troubleshooting.
- Schedule projects using Gantt charts.
- Use network analysis techniques for scheduling complex projects.

DURATION

One day



Units of Competency:

BSBPMG402A Apply Time Management Techniques
BSBPMG503A Manage Project Time

COST MANAGEMENT – PM04

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to manage, control and capture costs in their projects.

CONTENTS

Module One – Cost Management Concepts and Estimating

- Overview of Cost Management
- Cost Management as a Process Within Project Management
- Objectives and Principles of Estimating
- Principles of Estimating
- The Impact of Estimating on Price and Profit
- Specifications and Work Breakdown Structures
- Jigsaw Method and use of Checklists
- Estimation Classifications and Techniques
- Use of Standard Formats in Estimating
- Cost Codes
- Influences on Estimates

Module Two – Budget Development and Cost Monitoring

- The Budget Function
- Budget Development
- Elements of a Budget
- Time-phased Budgets
- Budget Allocation
- Methods of Distributing Indirect Costs to Budgets
- Cost Control and Monitoring
- Monitoring Costs and Analysis of Reports
- Variances
- Budget Maintenance
- Project Finalisation

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Manage and control project cost
- Develop and estimate project budgets and costs
- Identify the factors that influences project cost management

DURATION

One day



Units of Competency:

BSBPMG403A Apply Cost Management Techniques,
BSBPMG408A Apply Contract and Procurement Techniques
BSBPMG504A Manage Project Costs

QUALITY MANAGEMENT – PM05

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to manage quality in their projects.

CONTENTS

Module One – Quality Management in Projects

- Overview
- Applicable quality concepts
- Quality aims and definitions
- Total Quality Management
- Quality Tools and Techniques

Module Two – Applying Quality in the Project Phases

- Quality Management in the Project Lifecycle
- Set Up Phase
- Planning Phase
- Implementation Phase
- Completion and Evaluation Phases
- Quality Plan

Module Three – Quality Assurance in Projects

- The Origins
- Quality Assurance Definitions
- Obtaining Certification
- Accredited Third Party Certification Organisations

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and apply quality requirements to project plans and processes.
- Identify those people involved in the quality process.
- Identify and apply quality objectives, standards and levels to ensure project quality outcomes are achieved.
- Develop and implement a project quality plan.

DURATION

One day



Units of Competency:

BSBPMG404A Apply Quality Management Techniques
 BSBPMG505A Manage Project Quality
 BSBPMG605A Direct Quality Management of Multiple Projects/Programs

PROJECT HUMAN RESOURCES MANAGEMENT – PM06

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills required to employ, retain and motivate staff.

CONTENTS

Module One – Introduction to Human Resources

- What is Human Resource Management?

Module Two – Planning

- Objectives of Human Resources
- What is Human Resources and its Purpose
- Integration of Human Resource Planning and Functions
- Legislation Affective HR in Australia

Module Three – Positive Description and Job Description

- Objectives of Job Design
- Work Redesign and Motivation
- Job Descriptions and Job Analysis

Module Four – Recruiting and the Selection Interview

- Recruitment as a Process
- Job Descriptions
- The Cost of Human Resources
- The Vacancy Algorithm
- Selection Checklist
- Equal Opportunities Act 1984
- Some Considerations for Bias Free Selection Procedures
- Selection Criteria – Method and Interview
- Reference Checking/Referees Reports

Module Five – Training

- Systems Approach to Training
- Bloom's Taxonomy
- Learning Styles – General Descriptions
- Training Needs Analysis
- When to Train?
- Competency-based Training and Outcomes
- Evaluation

Module Six – Occupational Health and Safety

- Occupational Health and Safety Legislation
- Worker's Compensation

Module Seven – HR Information Systems

- Defining HRIS and why it's needed
- Historical Eras in HR
- System Outputs
- HRIS Modules
- The Future of HRIS
- Problems with HRIS
- Successfully Introducing HRIS

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Discuss the requirements for recruitment and selection of staff
- Undertake job analysis
- Develop and assess training programs
- Develop solutions to resolve HR management problems
- Discuss Health and Safety legislation in regard to employees

DURATION

One day



Units of Competency:

BSBPMG506A Manage Project Human Resources

COMMUNICATIONS MANAGEMENT – PM07

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to effectively understand and manage the communication process within the project environment and to be able to develop workable communications management plans that fit the project's needs.

CONTENTS

Module One – Course Introduction

- Course Outline

Module Two – Communications Planning

- Identify Project Information Requirements
- Developing the Communications Plan
- Implementing and Maintaining Information Systems and Procedures

Module Three – Managing Information

- Generating
- Gathering
- Storing
- Retrieving
- Analysing
- Distribution
- Validation

Module Four – Project Reporting Processes

- Project Reporting
- Sources of Information
- Techniques for Performance Reporting
- Performance Reporting Outcomes

Module Five – Assessing the Outcomes of Communications Management

- Finalisation
- Sources of Information for Closure
- Techniques for Closure
- Closure Outcomes

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Implement the communications management planning process
- Provide guidelines for the application of information management
- Implement a project reporting process
- Assess the effects of the communications management process.

DURATION

One day



Units of Competency:

BSBPMG507A Manage Project Communications
BSBPMG607A Direct Communications Management of Multiple Projects/Programs

RISK MANAGEMENT – PM08

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to manage risk in their projects.

CONTENTS

Module One – A Project or a Venture?

- Definition
- Determining if a Venture is Appropriate

Module Two – Risk: An Overview

- Overview

Module Three – Risk Identification

- Risk Identification
- Inputs to Risk Identification
- Tools and Techniques for Risk Identification
- Outputs from Risk Identification

Module Four – Risk Quantification

- Risk Quantification
- Inputs to Risk Quantification
- Tools and Techniques for Risk Quantification
- Outputs from Risk Quantification

Module Five – Risk Response Development

- Risk Response Development
- Inputs to Risk Response Development
- Tools and Techniques for Risk Response Development
- Outputs from Risk Response Development

Module Six – Risk Response Control

- Risk Response Control
- Inputs to Risk Response Control
- Tools and Techniques for Risk Response Control
- Outputs from Risk Response Control

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Determine project risks
- Monitor and control project risk
- Assess risk management outcomes

DURATION

One day



Units of Competency:

BSBPMG407A Apply Risk Management Techniques
BSBPMG508A Manage Project Risk
BSBPMG608A Direct Risk Management of Multiple Projects/Programs

PROJECT PROCUREMENT – PM09

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to manage procurement and contracting in their projects.

CONTENTS

Module One – Procurement

- The Procurement Process
- Procurement Planning and Inventory Control
- Supplier Sourcing and Selection
- Quality Assurance

Module Two – Tendering

- Tendering
- Tendering Processes
- Tender Evaluation and Reward

Module Three – Contracting

- The Elements
- Introduction to Contract Theory
- Towards Contract Optimisation
- The Principal's Role
- Introduction to Project Establishment
- Communication and Documentation
- Getting in Control of Documents
- Negotiations and Dispute Resolution
- Project Completion

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Identify the procurement cycle and its application within your organisation
- Identify methods of storage and control in inventories of purchased materials
- Identify the selection process used to find the best supplier
- Define a contract and identify six conditions essential for a valid contract
- Identify the use for and conditions of standard forms of a contract
- Complete all formalities and conduct project debriefing at contract finalisation.

DURATION

One day



NATIONALLY RECOGNISED
TRAINING

Units of Competency:

BSBPMG509A Manage Project Procurement

MICROSOFT PROJECT BASIC/INTERMEDIATE – PM20

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to develop their project plan using Microsoft Project 2007.

CONTENTS

Section One – Getting Started

- Loading Project 2007
- The Project 2007 screen
- Creating Projects
- The Microsoft Project Window
- The Screen Elements
- Short-Cut Menus
- Auto Correct

Section Two – Setting up the Project

- Project Information and environment
- The organiser and defining a calendar
- Saving workspace, Opening and closing files and Views

Section Three – Further enhancement of your project

- Formatting and Editing the Gantt Chart
- Milestones and Recurring tasks
- Task dependencies
- Setting relationship Intervals
- Working with constraints and Summary tasks
- Collapsing and expanding an outline

Section Four – Fixed Costs

- Task costs
- Assigning and viewing costs
- Comparing actual costs

Section Five – Resources

- Methods for entering resources
- Using, removing and replacing a resource
- Setting a specific start time
- Scheduling and working with resources
- Using a resource list

Section Six – Managing the Project

- Entering Actual Data, Percent Complete & Duration Information
- Tracking the Variance and Checking the Schedule
- Controlling the Slack Times, Over allocated Resources & Views

Section Seven – Tracking Progress

- Checking Progress, Tasks and Resources
- Rescheduling the Remaining Duration
- Evaluating your Progress

Section Eight – Printing and Reports

- Page set up
- Making your own data collection forms
- Reports

Section Nine – Using Filters

- Preset filters and Creating your own filters

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Create and setup projects using MS Project 2007.
- Enter data using Gantt Charts and tables.
- Assign and schedule resources and costs.
- Print documents and reports.

DURATION

One day



NATIONALLY RECOGNISED
TRAINING

PROJECT INTEGRATION – PM501

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to integrate all aspects of their project.

CONTENTS

Module One – Introduction to Project Integration

- Definition
- Link to National Competencies

Module Two – The Functional Elements of Project Management

- Identification of Project Stakeholders
- Review of Project Management Functions
- Developing the Project Plan
- Setting Up Project Control Mechanisms

Module Three – The Project Environment

- The Internal Working Environment
- Aligning Objectives
- Managing Project and Organisational Requirements

Module Four – Managing the Project Throughout Its Lifecycle

- Phasing the Project
- Progress Reporting
- Finalisation Plans
- Evaluating Integration Processes

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Integrate project management functions into a project plan
- Monitor the project environment
- Implement project activities

DURATION

One day



Units of Competency:

BSBPMG501A Manage Application of Project Integrative Processes

MANAGING PROJECT BENEFITS – PM601

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff with the skills and competencies required to Manage Project Benefits.

CONTENTS

Section One – Introduction

- What are Project Benefits?
- Why the need to determine them?
- Selection Models

Section Two – Project Considerations

- Productions
- Marketing
- Financial
- Personnel
- Administration
- Others

Section Three – Numeric Models

- Payback Period
- Return on Investment
- Discounted Cash Flow
- Net Present Value
- Internal Rate of Return

Section Four – Selection

- Factor Model
- Cost Break-even Analysis
- Life Cycle Cash Flow

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Define and determine the benefits of a project.
- Account for all project considerations from a variety of organisation departments.
- Define and select numeric models of benefit.

DURATION

One day



Units of Competency:

BSBPMG601A Direct the Integration of Multiple Project/Programs
BSBPMG604A Direct Cost Management of Multiple Project/Programs

EARNED VALUE PERFORMANCE MANAGEMENT IN PROJECTS – PM604

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff, with a method for measuring and reporting project performance, and forecasting future performance based on past performance.

CONTENTS

Module One – What is Earned Value?

Module Two – Earned Value Performance Measurement (EVPM)

- Basic Concepts
- EVPM for complex projects
- Estimating completion dates and costs
- Applying a control model to EVPM
- Benefits of EVPM

Module Three – The EVPM Process

- Overview of the process
- Developing the project plan and budget
- Measuring work achievement
- Analysing project performance
- Managing change

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Apply Earned Value Performance Measurement (EPM) to measure project performance
- Develop performance forecasts based on past performance
- Objectively forecast project completion dates and costs
- Utilise EPM to compare project performance across an organisation

DURATION

One day



Units of Competency:

BSBPMG603A Direct Time Management of Multiple Project/Programs

BSBPMG604A Direct Cost Management of Multiple Project/Programs

DEVELOPING A PROJECT METHODOLOGY – PM605

OBJECTIVES

To provide Project Managers, Project Co-ordinators and other project staff, with the tools and techniques required to build a project methodology, with a focus on maximising value and minimising project costs.

CONTENTS

Module One – Why standardise on a Project Methodology?

- Benefits to an organisation

Module Two – The 5 Phase Model

- Spice
- Other models used

Module Three – Maximising value from a project

- Front end loading
- Ongoing Project Review process

Module Four – Improving project cost efficiency

- Defining the project
- Defining the approach
- Planning and Scheduling
- Why does planning go wrong?
- Cost Planning
- Benchmarking
- Applying Lessons Learned
- Risk Management

Module Five – Implementation Planning

- Process and timing

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Understand the benefits of using a project methodology.
- Discuss how effective planning can maximise project value.
- Apply techniques to improve project cost efficiency.

DURATION

One day



Units of Competency:

BSBPMG602A Direct the Scope of Multiple Project/Programs

PRINCIPLES OF CONTRACT MANAGEMENT – CP01

OBJECTIVES

To Introduce Managers, Potential Managers, Supervisors and Planners to the skills and competencies required to manage contracts in their organisations.

CONTENTS

Module One – Principles of Contract Management

- What is a Contract
- What are Contracts Used?
- Types of Contracts
- Contracting Terms

Module Two – Fundamentals of Contract Law

- Essential Elements of Contracts
- Process of Forming Valid Contracts
- Terms and Conditions of Contracts
- Breach and Enforcement of Contracts
- Agency, Supplier and Service Contracts

Module Three – Methods to Ensure Contract Optimisation is Achieved

- Undesirable Contract Outcomes
- The Principal's Role
- Principal and Contractual Problems
- Minimising Contractual Problems
- Contract Formation Model

Module Four- The Reliable Contract

- A Good Contract
- Procurement Objectives
- Industry Analysis
- Contract Strategy Options
- Assignment of Responsibilities
- Managing Contract Risk

Module Five – Identifying the Types of Special Considerations that Change the Nature of a Contract

- Special Conditions of Contract
- Special Conditions Considered

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe what a contract is and how it is used
- Describe and identify the essential elements of a contract
- Identify who can enter into a contract
- Describe the process of forming a valid contract
- Describe the roles of the parties involved in a contract

DURATION

One day



NATIONALLY RECOGNISED TRAINING

Units of Competency:

BSBPMG609A Direct Procurement and Contracts of Multiple Project/Programs

TENDERING – CP04

OBJECTIVES

To Introduce Managers, Potential Managers, Supervisors and Potential Supervisors to the competencies required to write and/or submit tenders.

CONTENTS

- Introduction to Tendering
- Contract Planning/Identify Need
- Identify Need

Module One -Develop the Business Case

- Quantitative Analysis Techniques
- Market Research and Risk Analysis

Module Two - Plan the Purchase

- Determine the Need for Professional Assistance

Module Three - The Tendering Process

- Selective Tenders
- Tendering Mechanisms
- Expression of Interest (EOI)
- Request for Proposal (RFP)
- Period Contracts/Standing Offers
- Measures For Reducing Tendering Costs

Module Four - Develop the Tender

- Conditions of Tendering and Contract
- Information that can be Requested from Tenderers to Address Key Risks

Module Five - Invite and Receive Offers

- Advertise Tenders and Pre-Tender Briefings
- Tendering Period
- Receive Tenders, Open and Register Tenders and Re-calling Tenders

Module Six - Evaluate Offers

- Assess Compliance
- Score the Non-Cost Selection Criteria
- Analyse Cost, Low Price Offers, and Costs Scoring
- Assess Wider Economic and Community Benefits
- Presentations
- The Value For Money Decision
- Public Authorities – Broader Value For Money Issues

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Describe and identify the main components of a tender
- Identify and describe the requirements to develop a good specification
- Describe and implement the procedures associated with tender submissions
- Describe and implement methods for evaluating and awarding tenders
- Describe and implement the processes to be used in submitting a tender response

DURATION

One day



NATIONALLY RECOGNISED TRAINING

Units of Competency:

BSBPMG609A Direct Procurement and Contracts of Multiple Project/Programs

LEADERSHIP IN THE WORKPLACE – FM02

OBJECTIVES

To provide Managers, Co-ordinators and other management staff, with the skills and competencies required to provide effective leadership within an organisation.

CONTENTS

Module One – Modelling and establishing high standards of management performance

- Performance measurement
- Benefits of performance evaluation
- Identifying performance requirement
- Setting standards for evaluation of performance
- Importance of the individual
- The role of perception
- Building effective work teams
- Leadership role models
- Motivation of self and others

Module Two – Enhancing the image of an organisation

- Organisational standards
- Business ethics
- Corporate social responsibility

Module Three – Allocating responsibility positively

- Allocating tasks for goal achievement
- Managing the reaction of individuals to allocated tasks
- Motivation and employment
- Face to face communication
- Reaction of teams to goals and tasks

Module Four – Making informed decisions

- Problem types
- The problem-solving process
- Personal factors in decision making
- Characteristics of good decision makers
- Support for decision making
- Decision making criteria
- Review of outcomes against decision criteria

LEARNING OUTCOMES

On completion of this workshop participants will be able to:

- Identify performance requirements and evaluation criteria
- Identify the factors that make an effective leader
- Understand the impact of individuals in a work team
- Describe the role of standards and ethics within an organisation
- Utilise problem solving and decision making techniques

DURATION

One day



NATIONALLY RECOGNISED
TRAINING

Units of Competency:

BSBPMG606A Direct Human Resources Management of Multiple Project/Programs