Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Project, project management

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

510,00 €

PRICE INCL. VAT

627,30 €

including 23 % VAT

PDF SYLLABUS

Project Management

Clear overview of course topics, training scope and key information.

The course is intended for everyone who wants to gain an overview or expand their qualification in the area of project management. The goal is to gain an overview of methods, resources, tasks of management and organization during project implementation.

COURSE CONTENT

01

PROJECT MANAGEMENT

Basic terms or let us distinguish Project governance and Project management What is it? When do we approach it? Are we even doing a project? What is a real project? Should we start the project or not? Project chronology Project analytics Project preparation Project planning Effective project plan Project resources and their planning Time and cost forecasting Planning tools Something about the suitability of organizational structure for project management Project implementation Project risks and how to face them? How to manage a project? Changes in a project - a necessity that is counted on. Solving project problems Communication during project management Project evaluation Project closure.

02

SELF-PRESENTATION

Education content: Who am I? How do others see me? What can I do? - What are my competencies? It is not important what I currently do, but what else I can and may do What I cannot do, what I may not do, what I must not do What do others want to know about me? Venn diagram What is my history and how to set my image? How do they find out who I am? How to prepare self-presentation? 2 How to withstand stress, stage fright and conflict during self-presentation

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03 OPPORTUNITIES IN THE LABOR MARKET

Education content: Innate/acquired/obtained competencies How to read job offers? Why and how to verify an offer, how to verify the organization itself that is looking for employees? My needs and wishes. It is not only the organization that chooses, but also me! Who are organizations actually looking for? In what way do they search for suitable candidates? How to become an attractive candidate?

04 TIME MANAGEMENT

Education content: What is time management? What is it used for? What are the symptoms of failure in time management in professional and personal life? What causes problems with mastering time in professional and personal life? What are time thieves and how do they act? How to fight them simply? How to set priorities in time management? How to manage risks in time management? What type of time manager are you and what does it mean? What should a time manager focus on? How to plan in time management?

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/project-management-2