

Organise yourself and projects

Seminar Description

Methodology Seminar Get yourself and project organised

Participants extensively learn and practice the ways in which they can prepare themselves to deal with their daily tasks (daily business) as well as organise important projects within modern organisations in a way that ensures their goals are achieved both in terms of quality and time management. This involves teaching both modern approaches and tools along with workplace-specific organisation, taking into account existing systems (MS Outlook, etc.). The following objectives of the seminar make it significantly different from other typical "project management" seminars.

Objectives

- ⇒ Ideal workspace management
- ⇒ Ensuring tasks and errands are done on time
- ⇒ Integration of project tasks into the existing areas of responsibility
- ⇒ Creating comprehensible project documentation
- ⇒ Consistent, maintainable task tracking and achieving of goals both in terms of quality and deadlines

Customer benefits

For modern organisations it is imperative that – in particular staff with extensive practical experience and comprehensive specialised knowledge – are able to strategically organise important projects in addition to their "usual" activities. The benefit of this is that the full capacity of existing business resources (knowledge sources) is exploited.

Further Information

Process

The participants prepare for the seminar by documenting their job description and listing current project tasks. Before the seminar, they also document the tasks completed during a typical work week. During the seminar the first step is to evaluate this input in order to identify the initial areas of potential. Project management concepts and tools are introduced and taught along with the ability to exploit the maximum potential of existing systems for both one's own organisation and the project as a whole. During the group exercises, participants learn how "daily business" and project management interact and how to bring about a "new" type of work that is more effective and more satisfying by helping them develop alternatives to their "current" methods of organisation.

Duration: To be defined by/with customer, depending on our customers' needs and requirements

Minimum number of participants: 3

Maximum number of participants: 9

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