

Optimise your team's workflow, increase efficiency. Meet deadlines more consistently.



Your people need this learning opportunity if;

- you find that groups of activities and small projects are regularly delivered late and cost more than budgeted.
- your customers are dissatisfied with the way you deliver either your products or services, due to time, budget or work scope issues.

Delivered your way;

While the core elements of this course are pre-designed, there is opportunity to integrate aspects of your organisations work delivery. Contact us to discuss how we can deliver **Introduction to Planning**, your way.

Why choose us?

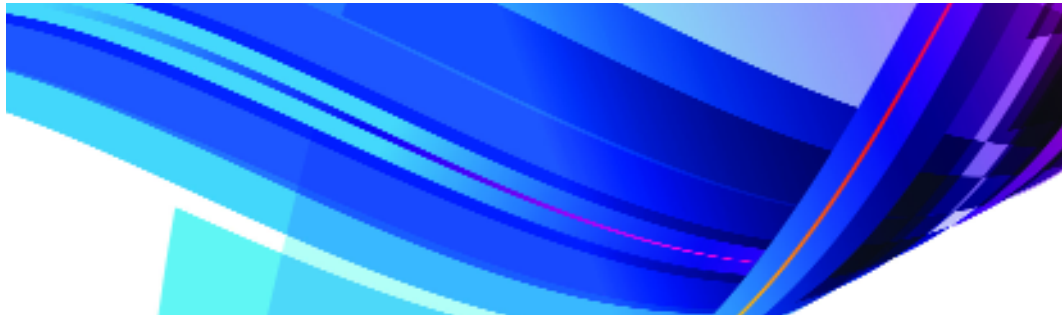
For over 20 years we have provided learning solutions worldwide and have increased individual performance through every one of our learning events.

FLEXIBLE METHODS

Whether your needs are for individual coaching or providing an integrated learning strategy for over 1000 of your team, we have successfully developed approaches to suit our clients specific requirements. We use our experience to build your experience.

PROGRAMME DELIVERY

Introduction to Planning is delivered using a live mini-project case study and follows a practical approach, using tried and tested tools and techniques.



INTRODUCTION TO PLANNING - is a one day course aimed at any functional department or team who are interested in increasing their task delivery performance. During a packed day they will learn some of the fundamental processes used to define activities, schedule workflow and to monitor and control activity. Participants will complete the day more confident in working to deadlines and producing high quality task completion within the defined budgetary constraints.

BEST PRACTICE

Participants will learn how to plan using best practice processes as defined by bodies such as the Association for Project Management and the Project Management Institute. Activities will involve defining work activities, agreeing logic and developing a time schedule. Computer based packages will also be discussed and live demonstrations of how these can help support planning activity.

IMAGINE THE POSSIBILITIES

"Every year our salary review process was a disaster, creating dissatisfaction amongst our people and the unions. As a result of attending this course we now have a planning template we can use again and again, its achieved great results."

"Our project planners thought they were planning already, but after attending this course they have been able to fine tune their approach and increase our delivery performance considerably."

THIS COURSE CAN BE BOOKED ONLINE
OR COMPLETE THE ENQUIRY FORM
BELOW AND FAX/EMAIL IT BACK TO US AT:
02078637510/ learning@edisonuk.com



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Admirals Way
London, E14 9XQ

www.edisonuk.com

0845 6027347 tel
02078637510 fax

**We work closely with our clients to
establish a long term relationship.**

ONGOING SUPPORT

Often when we deliver an initial course for a client, it becomes the start of a long term relationship between us. Edison learning specialists can help you in a number of different ways such as;

- managing change
- process implementation
- coaching and mentoring
- personal effectiveness

NEED MORE?

We are an accredited training provider of the Association for Project Management (APM) where we can provide a structured qualifications pathway for your project personnel to gain internationally recognised project management qualifications. Contact us for more information or visit;

www.edisonuk.com/projectmanagement

Our clients want innovative solutions. Our learning experts deliver.

IDENTIFYING REQUIREMENTS

Delegates will learn how to take a structured approach to identifying customer requirements and how these can be transferred into suitable delivery options. The benefits of aligning delivery requirements with the "bigger picture" will become clear. Essential communication skills will be examined in order to carry out a process of requirements verification.

DELIVERY OPTIMISATION

Once the requirements have been established it is important to ensure that the delivery is performed in the most efficient way possible. Delegates will learn the fundamentals of network analysis, a technique to ensure that activities and workflow are carried out in the most optimum way.

TIME SCHEDULE DEVELOPMENT

Once optimised it is important that activities are scheduled in a way that can be monitored and controlled. Delegates learn and experience activity scheduling through a realistic case study mini project which has all the characteristics of a typical organisational project.

MONITORING AND CONTROL

Simple monitoring and control techniques are demonstrated and a simulated project is demonstrated using common project planning and delivery software. Demonstrating how software can be used to great effect, regardless of project size.

RETURN ON YOUR INVESTMENT

This course can be provided on your site at a fee of £1159.00* for up to 10 delegates.
Discounts are available for multiple courses, please contact us for more information.

**I think our organisation could benefit from this type of learning opportunity.
Please contact me to discuss our requirements;**

Name:

Company:

Preferred contact details (email/phone) :

*Fees quoted include all learning materials but exclude VAT, venue cost and delegate subsistence. Adapting this course specifically for your organisations approach can be carried out at an additional fee.