



How to Project Manage Your Life

Project Management for non-Project Managers!

Whether you are recruiting a new team member, changing your office space, organising a holiday, planning a party or renovating your kitchen... If you have a task with a specific outcome to be achieved by a specific time, then you have a project.

Projects are **constrained activities** undertaken to achieve a certain end-goal. These constraints – time, scope, costs and resources apply just as much to our personal lives as they do in our professional lives.

This 1-day workshop will introduce you to the foundations of project management and demonstrate how you can use this approach to better manage day-to-day tasks in your professional or personal life.

Target Audience

This workshop is suitable for participants who are not formally involved in project management roles but have a s*&%-load of tasks to deliver such as Managers, HR Professionals, Accountants, Lawyers, IT Professionals, Executive Assistants and Administrators.

Duration 1 day (9am – 4pm)

Investment \$445 per person

Learning Outcomes

This workshop introduces participants to core elements of project management:

- Scoping and planning
- Budgeting
- Scheduling
- Stakeholders

Special Offer:

This workshop can be added to an Individual Development Package with our **Managing Workplace Priorities** and **Assertive Communication** courses to receive a discounted price.

For more information or for a tailored proposal please contact TP Human Capital on 4772 3800.