

LEADERSHIP & MANAGEMENT

QNET presents the two-day workshop:

Project Management: An Introduction*

Wednesday, May 25 and Thursday, May 26, 2005 – 8:15 a.m. to 4:15 p.m. (both days)

Familiarize yourself with the hard skills, soft skills and processes required to successfully manage a project. The workshop will cover project planning, scheduling, tracking, change management and reporting as well as working with people to clarify expectations, defining roles, building commitments, making decisions and communicating with your team members. Also covered will be the five project management processes of initiation, planning, execution, control and closing.

Workshop objectives include:

- Defining projects, project management and project managers;
- Knowing the destination: goals and objectives;
- Laying a route: work breakdown structure, schedule and budget;
- Making headway: controlling scope & reporting progress;
- Understanding the human side: resources, responsibilities and relationships;
- Reaching the destination: pulling it all together.

Presenter: Allison Atkey, Atkey Consulting Inc.

Allison Atkey has managed a wide range of projects including project launches, organization change initiatives, and application development. Visit www.members.shaw.ca/aatkey/ for more information.

* **Certificate in Management Development & CAM:OE** – This workshop is eligible for credit in the Certificate in Applied Management: Organizational Effectiveness (CAM:OE) from the University of Manitoba, Continuing Education, and in QNET's Certificate in Management Development. Visit www.qnet.mb.ca for details.

PRESENTED IN PARTNERSHIP WITH:

Industry Training Partnerships, Manitoba Advanced Education & Training
Canada / Manitoba Business Service Centre

REGISTRATION FORM - Fax to (204) 949-4990 or register online at www.qnet.mb.ca

Fee: \$425.00 + GST for QNET Members \$500.00 + GST for Non-Members

Name _____ Title _____

Organization _____ City _____

Ph _____ Fax _____ Email _____

VISA AMEX MasterCard Card # _____ Expiry _____

Cardholder name _____ Signature _____

Cheque Enclosed

Event confirmation sent one week prior to session. Cancellations must be received in writing by May 17. After that time only replacement participants will be accepted. Invoices will be sent for non-attendance. (G.S.T. Reg # 899755334RT)

QNET Advancing Excellence

- QUALITY & LEAN THINKING
- LEADERSHIP & MANAGEMENT
- BOARD GOVERNANCE
- WORKPLACE WELLNESS & EHS

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