

# LEADERSHIP & MANAGEMENT

QNET presents the two-day workshop:

## Project Management: A Practical Approach

Tuesday, September 27 and Wednesday, September 28, 2005 – 8:15 a.m. to 4:15 p.m. (both days)

Learn how to manage your projects successfully with some practical skills such as project planning, scheduling, tracking, change management and reporting. The workshop also emphasizes the importance of working with people to clarify expectations, define roles, and build commitment. The first day is an overview of the topic areas and the second day is a practical case project starting at initiation, through planning, execution, and control to closure for practice in applying the skills learned.

Topic areas:

- What are: projects, project management, and project managers
- Know the destination: scope definition
- Laying a route: work breakdown structure, schedule and risk
- The human side: resources, responsibilities and relationships
- Making headway: controlling scope, reporting progress

**Presenter: Allison Atkey, Atkey Consulting Inc.** has managed a wide range of projects including project launches, organization change initiatives, and application development ([www.members.shaw.ca/aatkey/](http://www.members.shaw.ca/aatkey/))

**PRESENTED IN PARTNERSHIP WITH:** Industry Training Partnerships, Manitoba Advanced Education & Training and Canada / Manitoba Business Service Centre

**CMD:** This workshop is eligible for credit in **QNET's Certificate in Management Development** ([www.qnet.mb.ca](http://www.qnet.mb.ca))

**CAM:OE** This workshop is eligible for credit in the **Certificate in Applied Management: Organizational Effectiveness (CAM:OE)** from the **University of Manitoba's Continuing Education Division.** ([www.qnet.mb.ca](http://www.qnet.mb.ca))

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**REGISTRATION FORM** - Fax to (204) 949-4990 or register online at [www.qnet.mb.ca](http://www.qnet.mb.ca)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ City \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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

Payment method:  Cheque Enclosed                       VISA     AMEX     MasterCard

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder name \_\_\_\_\_ Signature \_\_\_\_\_

Event confirmation sent one week prior to session. Cancellations must be received in writing by September 19. After that time only replacement participants will be accepted. Invoices will be sent for non-attendance. (G.S.T. Reg # 899755334RT)



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