

# LEADERSHIP & MANAGEMENT

QNET presents the two-day workshop:

## Project Management: A Practical Approach

Monday, November 25 and Tuesday, November 26, 2013 - 8:15 a.m. to 4:15 p.m. both days

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

Learn how to manage your projects successfully with some practical skills such as project planning, scheduling, tracking, change management and reporting. This introductory 2 day 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. Over 2,500 individuals have learned about project management at her workshops or courses, including those at University of Manitoba and Red River College. Allison is a certified PMP (Project Management Professional) from PMI, the Project Management Institute.

### This workshop is:

- An optional course in the 70 credit hour Certificate in Management Development (CMD)
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education

*This session is presented by QNET in partnership with APICS Winnipeg Chapter and Industry Workforce Development, Manitoba Entrepreneurship Training and Trade*

**REGISTER NOW** - Fax this form to 204.949.4990 or register online at [www.qnet.ca](http://www.qnet.ca)

Fee: (includes a light lunch both days)  \$599.00 + GST for Members of:  QNET  APICS  \$699.00 + GST for Non-Members

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

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

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

Payment method:  VISA  AMEX  MasterCard  Cheque Enclosed G.S.T. Reg # 899755334RT

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

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

Cancellations (by the attendee) must be received in writing no later than 6 business days prior to the session. After that time, the full registration fee will apply. Substitutions are accepted at any time. Invoices will be sent for non-attendance. All funds are charged in Canadian dollars. If the session is cancelled / postponed by QNET and you have already paid for the session, you will receive a credit by email – you can apply this to your credit card or request a refund cheque. QNET is a Scent-Free Zone: Due to the chemical sensitivity of some of our clients, we ask that you refrain from wearing perfume, sprays or cologne at the QNET Office.



**QNET**  
Suite 660, 175 Hargrave Street  
Winnipeg, MB, R3C 3R8  
Phone: (204) 949-4999  
Fax: (204) 949-4990  
mail@qnet.ca  
www.qnet.ca