

Introduction to Project Management

in an NHS Healthcare Setting



Are you ready to advance your professional journey?

The Introduction to Project Management course is designed to support NHS Trusts professionals understand the principles and practices of project management. Whether you're new to project management, coordinating healthcare initiatives or leading transformative projects, this course will equip you with the essential skills and concepts needed to initiate, plan, execute, monitor, and close a project successfully. These invaluable skills will contribute to individual career growth and professional success both within the Trust and within the healthcare sector.

General knowledge acquisition is delivered over a one-day learning session with application of learning through theoretical discussion and practical interactive activities.

The **key learning objectives** of the programme:

- Understand the core principles of project management.
- Be familiar with project management terminology and key concepts.
- Know how to initiate a project and define its objectives.
- Learn how to create a project plan, including scope, schedule, and budget.
- Gain insight into effective project team communication and leadership.
- Explore project monitoring and control techniques.
- Understand the importance of risk management in projects.
- Learn how to close out a project and evaluate its success.
- Introduction to Project Management.

Prior to the session, you will be provided with details of the programme, what you need to bring to the workshop and what is expected of you whilst on the course.

By the end of the course, you will have gained the basic knowledge in effectively planning, executing, and monitoring projects, efficient resource allocation, and successful project completion.

Contact Pearson TQ to discuss your requirements
tqenquiries@pearson.com

Programme Overview

<p>Workshop</p>	<p>The one-day workshop will cover the following:</p> <p>Module 1: Introduction to Project Management (1 hour)</p> <ul style="list-style-type: none"> • Definition of a project • Key project management terms • Project life cycle phases. <p>Module 2: Initiating a Project (1 hour)</p> <ul style="list-style-type: none"> • Project stakeholders and their roles • Defining project objectives and scope • Identifying the project team and roles. <p>Module 3: Planning and Designing Your Project (2 hours)</p> <ul style="list-style-type: none"> • Structuring a project into manageable deliverables • Project schedule development • Estimating resources and costs • Risk identification and management • Creating a project plan. <p>Module 4: Executing and Monitoring (2 hours)</p> <ul style="list-style-type: none"> • Building an effective project team • Communication and leadership in project management • Project tracking and performance measurement • Change management. <p>Module 5: Closing the Project (1 hour)</p> <ul style="list-style-type: none"> • Project closure process • Evaluating project success • Lessons learned and continuous improvement. <p>Interactive Activities</p> <p>Throughout the course, participants will engage in various interactive activities to reinforce their learning. These activities may include group discussions, case studies, and hands-on exercises.</p>
<p>Benefits include</p>	<ul style="list-style-type: none"> • Enhanced Skills: Equips participants with basic project management techniques. • Career Growth: Unlock opportunities for advancement. • Efficient Resource Management: Optimise time, budget, and resources. • Effective Communication: Learn the basics of collaboration and relationships. • Mitigate Risks: Learn to anticipate and tackle challenges. • Ensure Success: Learn the importance of delivering projects on time and within budget. • Confidence: Approach project-related tasks with self-assurance. • Personal Fulfilment: Achieve satisfaction and accomplishment. • Versatile Expertise: Apply skills across personal and professional projects.
<p>Pre-entry criteria</p>	<ul style="list-style-type: none"> • You need to be directly employed by the Trust for 6 months or more • You need to be in a role where you are working on projects, and this needs to be evidenced in your application • All mandatory training needs to be up to date • You need to have support from your Line Manager and Senior Manager • You need to attend all dates advertised.