



Management
Centre Europe®

A photograph of a man with glasses and a beard, wearing a plaid shirt, smiling while working on a laptop. The image is partially obscured by large, overlapping geometric shapes in shades of blue and red. The text 'MCE Services' is overlaid on a red rectangular background.

MCE Services

Essentials of Project Management for the non-project manager

Live Online

What are Live Online Programmes?

MCE in partnership with our parent company AMA is now offering **Live Online Training** in the EMEA region. You can access these scheduled live stream training programmes from anywhere. They cover the key business topics of our top Open Training Programmes.

What are Live Online Training Programmes?

- 3 or 4 scheduled sessions of 3 hours
- delivered to small groups in a virtual classroom with an online video meetings tool
- interactive with breakout rooms and discussions
- facilitator led with live interaction



Avoid hotel and travel costs and minimize the time away from work.



No Travel Needed

Key Benefits

- Variety of activities that create a live and dynamic learning experience
- Real-world advice from practitioners in the field
- Online, virtual, convenient, high-quality and consistent learning
- Cost-effective and no travel necessary
- Live, personal feedback from your facilitator and peers

Essentials of Project Management for the non-project manager

Live Online

SESSION 1 (3 hours)

Getting Your Hands Around Project Management

- Distinguish Between Projects and Operations
- Recognize the Factors That Contribute to Project Success or Failure
- Identify the Framework for Project Management

Getting It Off the Ground

- Recognize Why and How a Project Is Important
- Explain the Elements of a Charter and a Charter's Relevance to Initiating a Project
- Identify Stakeholders, and Explain Their Roles on a Project

SESSION 2 (3 hours)

Planning the Work

- Apply Techniques to Define the Work to Be Done
- Identify and Apply Techniques to Estimate Needed Resources, Cost, and Hours for the Project
- Apply Techniques to Schedule a Project
- Identify Roles and Responsibilities for the Project
- Plan for Potential Risks to the Project

SESSION 3 (3 hours)

Planning the Work (cont'd)

- Identify Roles and Responsibilities for the Project
- Plan for Potential Risks to the Project

Working the Plan

- Build an Effective Status Report
- Identify the Types and Purposes of Meetings

SESSION 4 (3 hours)

Working the Plan (cont'd)

- Identify Action Items and Issues
- Recognize the Importance of Managing Change

Putting It to Bed

- Contribute to a Lessons Learned Database
- Identify Project Records and Files That Must Be Archived for Historical Purposes
- Describe a Project Closure Checklist
- Compare Closing Out Successful vs. Unsuccessful or Canceled Projects



Dates

Group #1 – 4 sessions

- 14:00 – 17:00 (CET)

06-07-08-09 APRIL 2020

Group #2 – 4 sessions

- 14:00 – 17:00 (CET)

11-12-13-14 MAY 2020

**Practical
Details**

Schedule : 4 SESSIONS of 3 hours each

Language : English

Price : €1950

Format : Online

→ Key Facts

About MCE



400,000

*Participants on MCE training
programmes since 1961*



59 years

*Providing Learning &
Development (L&D) services in
the EMEA region*



1,700

*Client companies which we have
worked with delivering customized
& in company learning solutions*



6,200

*In Company Training Solutions
delivered in more than
94 countries*



50+

*Open Training Programmes
running throughout the
EMEA region*



10,000

*Managers & Leaders inspired by
MCE's management development
solutions each year*



Contact us Today