

Project Management

Forest of Arden Hotel & Country Club, Birmingham CV7 7HR

8th August 2018

This course has been created for anyone who manages projects in the workplace, or who is involved with projects. It is an introductory level course, for those with no formal training or those who would like to refresh their current knowledge.

We will cover the reasons that projects are different from routine tasks, the importance of planning and the key techniques to maximise the chances of success.

You will explore how to:

- Define the purpose of a project
- Identify the tasks that are required
- Identify and communicate with any stakeholders
- Creatively generate solutions to problems
- Plan the activities and accurately sequence them
- Identify the tasks that will determine whether you meet your deadlines
- Manage the risks

Programme:

9:00am	Registration
9:30am	Introduction / Looking at the nature of projects & making them succeed
11:15am	Coffee
11:30am	Best Practice in Project Management & defining the purpose
1:00pm	Lunch
2:00pm	Project Planning
3:15pm	Tea
3:30pm	Risk & Communications Management

To book a place, complete the booking form and contact **Christine Jordan** on +44 (0)20 8773 8111 or e-mail christine.jordan@ppma.co.uk

COST: PPMA Members; £95 each, Association members; £195, Non-members; £295

*** EXCEPTIONAL DISCOUNTS FOR MEMBERS ***

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BOOKING FORM - PPMA 'PROJECT MANAGEMENT' TRAINING COURSE:

I would like to register delegate(s) for the course on 8th August 2018

COSTS	PPMA Members @ £95 pp	<input type="text"/>
	Association Members @ £195 pp	<input type="text"/>
	Non-Members @ £295 pp	<input type="text"/>
	TOTAL	<input type="text"/>
	PLUS VAT @ 20%	<input type="text"/>
	TOTAL BOOKING COST	<input type="text"/>

TERMS & CONDITIONS: Cancellations: If you cannot attend, a substitute delegate may attend in your place provided that written notice is given, or contact the PPMA on 020 8773 8111. Refunds of fees cannot be made unless notice in writing is received a minimum of 10 working days prior to the training course. All cancellations will be subject to a 25% (+VAT) fee to cover administrative expenses.
Important Note: This booking form constitutes a legally binding contract. It may be necessary, for reasons beyond the control of the PPMA, to change the content, timing, speakers and/or date of the seminar, course and/or programme.

Company:

Address:

..... Postcode:

Telephone: E-Mail:

Booking Authorised By:

Delegate 1: Position:

Delegate 2: Position:

PAYMENT DETAILS:

Please Note: - Payment is required prior to the start of the seminar, course or training day.

1. **Credit / Debit Card** - All credit / debit card payments now need to be taken over the phone.

Please contact **Lorena Stewart** on **+44 (0)20 8773 5525**

2. **BACS** - Barclays Bank PLC

Sort Code: 20-24-61

Account No: 90721220

3. **Cheque** (A receipted invoice will be forwarded to your Accounts Dept.)

Data Protection: Data supplied is subject to the Data Protection Act 1998 and may be used to supply you with information to your business. Please tick as appropriate.

I do not wish to receive publications or further information from PPMA.
I prefer not to be contacted by any of the following: Mail E-mail Telephone

Processing & Packaging Machinery Association

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