

Project Management

07 April 2020 - DoubleTree by Hilton, Coventry

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

To book please contact **Melanie Foote** on **+44 (0)20 8773 5525** or e-mail melanie.foote@ppma.co.uk

PPMA Members; £95, Non-members; £295

*** EXCEPTIONAL DISCOUNTS FOR MEMBERS ***

Project Management



DoubleTree by Hilton Hotel
Paradise Way, Walsgrave Triangle, Coventry CV2 2ST



COURSE DURATION:

08:30 - Coffee & Registration

Start - 09:00 - 16:30 to include breaks (15 mins morning & afternoon) and lunch (up to 1 hr).

BOOKING FORM - 'PROJECT MANAGEMENT'

I would like to register delegate(s)*

COSTS	PPMA Members @ £95 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.

*Do you, or any person you are booking for, have an impairment or disability that may require us to make adaptations to this course. If yes, please contact Melanie Foote on +44 (0)20 8773 5525.

Company:

Address:

..... Postcode:

Telephone: E-Mail:

Booking Authorised By:

Delegate 1: Position:

Delegate 2: Position:

PAYMENT DETAILS:

Payment is required prior to the Training day.

- On Account** - Members can pay by account.
- Credit / Debit Card** - All credit / debit card payments now need to be taken over the phone.

Please contact **Melanie Foote** on **+44 (0)20 8773 5525**

- BACS** - Barclays Bank PLC
Sort Code: 20-24-61
Account No: 90721220

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

Data Protection: Your personal data will be processed in accordance with the General Data Protection Regulation (GDPR) and may be used to supply you with useful business information. Please tick as appropriate.

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

Processing & Packaging Machinery Association

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