

Project Management Skills for Non-Project Managers Series

Overview: From managers to staff members, the need to assume leadership responsibilities for projects is always needed, regardless of your job title. This course will teach you how to make a meaningful contribution by leading others through the stages of planning, executing, and completing a project.

Course Modules:

Module 01 – Planning the Project

(Duration: 1h 06m)

1. Workbook (Pdf)
2. Planning the Project
3. Define the Project Requirements
4. Key Area Analysis: Things to Consider
5. Questions to ask yourself?
6. Definition
7. Criteria for Judging a Project
8. Stages of the Project
9. Defining the Project Requirements – Real Life Example
10. Defining the Project Requirements – Assessment Activity
11. How to Define the Project Requirements – Guidelines
12. Create Your Project Plan
13. Schedule
14. Benchmarks

support@toittraining.com

(909) 760-0217 | (925) 239-0399

(909) 760-0218 Fax

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15. Benchmarks Real Life Example
16. Team Development
17. Pushback
18. Project Plan
19. Sample Microsoft Project Plan
20. Sample Project Plan
21. Milestones
22. How to Create Your Project Plan – Guidelines
23. Lesson 1 Reflective Questions
24. Lesson 1 Review
25. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02 – Implementing the Project Plan

(Duration: 1h 9m)

1. Workbook (Pdf)
2. Implementing the Project Plan
3. Execute the Project Plan
4. Kick-Off Meeting
5. Kick-Off Meeting – Real Life Example
6. Delegation
7. The Limitations of the Project-Management Role
8. How to Execute the Project Plan – Guidelines
9. Executing the Project Plan – Assessment Activity
10. Monitor the Progress of the Project
11. Time-Management Tools
12. Checkpoints
13. Performance Gaps
14. Common Performance Problems
15. Common Performance Problems – Real Life Example
16. How to Monitor the Progress of the Project – Guidelines
17. Monitoring the Progress of the Project – Assessment Activity
18. Negotiate for Success
19. Red Flags
20. Troubleshooting

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21. Escalation
22. Troubleshooting Strategies
23. Negotiation Strategies
24. How to Negotiate for Success – Real Life Example
25. How to Negotiate for Success – Guidelines
26. Evaluate the Process
27. Close-Out Meeting
28. How to Evaluate the Process – Guidelines
29. Evaluating the Process – Assessment Activity
30. Lesson 2 Reflective Questions
31. Lesson 2 Review
32. Course Closure
33. Review Quiz (**Number of attempts allowed: Unlimited**)

This course includes

- about 2.15 hours on-demand video
- 2 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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