



Project Management Training

Seminar objective

Participants are familiarized with major principles of efficient project management. The aim is to learn a systematic approach to implement and conduct projects. The training offers various tools for planning, controlling and managing projects.

Seminar content

Basics of project management:

- Definition of project management: project plan
- Goals of a project: defining
- Types of project management
- Risk management

Starting a project:

- Organisation of new projects
- Project tasks and criteria
- Tasks and responsibilities of a coordinator
- Selection of team members

Executing a project:

- Coordination of a project team
- Cost control and cost reduction through project management
- Project planning, supervision and control
- Cyclical course of action
- Risk Management

Interpersonal skills:

- Ideal ways of communication
- Planning methods and problem-solving processes in groups
- Dealing with conflicts
- Techniques of communication within a project team

Project evaluation:

- Project evaluation
- Successful project closure

Methodology

Individual and group feedback Targeted exercises Trainer-input

Target audience

Participants learn to lead with strength and sovereignty, to tackle problems, solve issues in the workplace with ease and successfully reach the personal goals, they have set for themselves.

Course ref.

ENG8005

Participants

not more than 9 participants

Schedule

Day 1: 10:00 am - 5:00 pm

Day 2: 9:00 am - 4:00 pm

Location & dates

Münster

16.05.2024 – 17.05.2024

08.08.2024 – 09.08.2024

18.11.2024 – 19.11.2024

15.05.2025 – 16.05.2025

31.07.2025 – 01.08.2025

16.10.2025 – 17.10.2025

Frankfurt am Main

10.10.2024 – 11.10.2024

30.01.2025 – 31.01.2025

23.10.2025 – 24.10.2025

Amsterdam

20.06.2024 – 21.06.2024

19.06.2025 – 20.06.2025

Brussels

19.09.2024 – 20.09.2024

17.03.2025 – 18.03.2025

18.09.2025 – 19.09.2025

Warsaw **

10.03.2025 – 11.03.2025

Fee

1.150,00 € (ex. VAT)

1.368,50 € (inc. VAT)

Price includes comprehensive training documents, coffee and tea, and lunch.



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift