PROJECT MANAGEMENT FOR NEW MANAGERS



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TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Effective project management is a crucial skill for new managers aiming to lead their teams successfully. Mastering project management principles ensures efficiency, timely delivery, and optimal resource utilization. This five-day course, Project Management for New Managers, offered by Gentex Training Center, provides an in-depth understanding of essential project management concepts, techniques, and best practices. Participants will gain practical skills to handle real-world challenges and confidently oversee projects from initiation to completion.

Project Management for New Managers Course Objectives

- Understand key project management principles and frameworks.
- Develop project plans, define objectives, and establish clear goals.
- Identify project constraints, risks, and stakeholder expectations.
- Utilize project management tools and techniques for efficient execution.
- Monitor project progress, track key milestones, and manage deliverables.
- Improve team collaboration and communication for successful project execution.
- Manage time, resources, and budgets efficiently.
- Apply problem-solving strategies to address project challenges.
- Close projects effectively with proper documentation and evaluation.

Course Methodology

This interactive training course employs a variety of learning methods, including case studies, group discussions, real-world simulations, and hands-on exercises. Participants will engage in collaborative activities that reinforce key project management concepts, ensuring practical application in their roles.

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Who Should Take This Course

- Newly appointed managers handling projects.
- Team leaders transitioning into project management roles.
- Professionals seeking to enhance their project management skills.
- Individuals responsible for project planning, execution, and delivery.
- Business professionals aiming to improve team efficiency and performance.

Project Management for New Managers Course Outlines

Day 1: Fundamentals of Project Management

- Introduction to project management principles.
- Project life cycle and key phases.
- Understanding project stakeholders and their roles.
- Essential project management terminology and frameworks.

Day 2: Project Planning and Scope Management

- Defining project scope, objectives, and deliverables.
- Creating a structured project plan.
- Work breakdown structure (WBS) and task dependencies.
- Time and resource allocation strategies.

Day 3: Risk Management and Budgeting

- Identifying and mitigating project risks.
- Budget planning and cost control techniques.
- Managing change and uncertainty in projects.
- Using project management software for budgeting and forecasting.

Day 4: Execution, Monitoring, and Communication

- Effective project execution strategies.
- Monitoring progress and tracking key performance indicators (KPIs).
- Stakeholder communication and reporting.
- Managing team collaboration and resolving conflicts.

Day 5: Project Closure and Evaluation

- Closing projects efficiently and finalizing documentation.
- Evaluating project success and lessons learned.
- Continuous improvement in project management practices.
- Implementing best practices for future projects.

Conclusion

By successfully completing the Project Management for New Managers course at Gentex Training Center, participants will gain the confidence and expertise required to lead projects effectively. The acquired knowledge will enable professionals to drive project success, optimize resources, and deliver value to their organizations.

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FAQs

Q1 What is the "Project Management for New Managers" course about?

The course provides a practical foundation in project management principles, planning, execution, monitoring, and closure. It covers project scope, objectives, deliverables, risks, budgets, resources, stakeholders, communication, team collaboration, project management software, performance tracking, and effective project evaluation.

Q2 What are the key benefits of the "Project Management for New Managers" course?

The course helps participants plan and execute projects more effectively, manage time, resources, and budgets, and monitor project progress. It also strengthens stakeholder communication, team collaboration, risk management, problem-solving, and project closure practices, supporting more efficient project delivery and continuous improvement.

Q3 What skills will I gain from the "Project Management for New Managers" course?

Participants will develop four core skills: Project Planning and Scope Management, Risk Management and Cost Control, Project Execution and Performance Monitoring, and Stakeholder Communication and Team Collaboration. These skills support structured planning, controlled execution, effective risk response, progress monitoring, and stronger project communication.

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Q4 What tools, methods, or standards are covered in the "Project Management for New Managers" course?

The course covers the Work Breakdown Structure (WBS), project life cycle principles, project management frameworks, task dependencies, time and resource allocation techniques, risk mitigation, cost control, Key Performance Indicators (KPIs), project management software, budgeting, forecasting, stakeholder reporting, and lessons learned.

Q5 How is the "Project Management for New Managers" course applied in real-world practice?

The course applies project management concepts through case studies, real-world simulations, group discussions, and hands-on exercises. Participants practice defining scope, creating project plans, allocating resources, managing risks and budgets, tracking progress, communicating with stakeholders, resolving team challenges, and closing projects effectively.