PROJECT SCHEDULING AND TIME MANAGEMENT

Toronto - Canada
22 - Jun 2026 - 26 - Jun 2026
$6,000

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Introduction

In today's fast-paced business environment, effective project scheduling and time management are essential skills for ensuring project success. This intensive five-day program, offered by Gentex Training Center, equips participants with the knowledge and tools needed to break down projects into manageable tasks, create realistic timelines, and optimize their time for maximum productivity. Through a comprehensive exploration of scheduling techniques, time management frameworks, and project tracking methods, participants gain the ability to deliver projects on time and within budget.

Project Scheduling and Time Management Course Objectives:

- Master core principles of project scheduling and time management within the project management context.

- Develop a comprehensive understanding of various scheduling techniques (e.g., Gantt charts, Critical Path Method).

- Utilize project breakdown structures (PBS) to decompose projects into manageable work packages.

- Accurately estimate task durations and resource requirements for effective project planning.

- Create realistic project schedules that consider dependencies and resource constraints.

- Employ time management frameworks (e.g., Time Management Matrix, Getting Things Done) to prioritize tasks and improve personal productivity.

- Utilize effective communication strategies to manage stakeholder expectations and deadlines.

- Identify and overcome common time management challenges (procrastination, interruptions, multitasking).

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- Employ project management software for scheduling, task management, and progress tracking.

- Analyze case studies of successful project scheduling and time management practices.

- Formulate a personalized action plan to implement effective scheduling and time management strategies within your projects.

Course Methodology

This interactive program utilizes a participant-centric approach. It blends lectures from project scheduling and time management experts, real-world case studies, group discussions, and simulation exercises. Participants actively engage in project scheduling software training sessions, task estimation workshops, time management strategy development activities, and scenario-based practice exercises. Through experiential learning, participants gain the practical skills and theoretical knowledge needed to create efficient project schedules, manage their time effectively, and ensure project deliverables are met on time and within budget.

Who Should Take This Course

- Project managers, team leads, and project team members seeking to enhance their project scheduling and time management skills.

- Business professionals involved in managing projects and meeting deadlines effectively.

- Anyone aspiring to become a more organized and productive individual in the workplace.

Project Scheduling and Time Management Course Outline:

Day 1: Building the Roadmap: Project Scheduling Techniques

- Understanding Core Principles of Project Scheduling and Project Management Frameworks

- Exploring Popular Scheduling Techniques (Gantt Charts, Critical Path Method)

- Utilizing Project Breakdown Structures (PBS) for Work Package Definition and Task Sequencing

Day 2: Estimating for Success: Time and Resource Allocation

- Accurately Estimating Task Durations and Resource Requirements for Effective Project Planning

- Identifying and Addressing Resource Constraints and Dependencies Between Tasks

- Creating Realistic Project Schedules Considering Slack and Buffer Time

Day 3: Making Time Matter: Time Management Frameworks and Strategies

- Exploring Different Time Management Frameworks (Time Management Matrix, Getting Things Done)

- Prioritizing Tasks Effectively to Maximize Productivity and Achieve Goals

- Identifying and Overcoming Common Time Management Challenges (Procrastination, Interruptions)

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Day 4: Technology to the Rescue: Project Management Software and Tools

- Utilizing Project Management Software for Scheduling, Task Management, and Progress Tracking

- Leveraging Collaboration Features within Project Management Software for Effective Teamwork

- Employing Reporting Tools to Monitor Project Progress and Identify Potential Delays

Day 5: Learning from the Best: Case Studies and Action Planning

- Analyzing Case Studies of Successful Project Scheduling and Time Management Practices

- Evaluating Different Project Management Software Applications and Choosing the Right Tool

- Formulating a Personalized Action Plan to Implement Scheduling and Time Management Strategies in Your Projects

Conclusion

By successfully completing this comprehensive program offered by Gentex Training Center, participants will gain the knowledge and practical skills needed to become more effective project schedulers and time managers. They will be equipped to create clear and realistic project schedules, manage their time effectively, and deliver projects on time and within budget. This enhanced knowledge empowers them to become more organized and productive individuals, contributing significantly to overall project success.