

How to Think Like a Project Manager

“Train Remotely - Attend **VIRTUAL** Classes with a Live Instructor”

Registered students will take these courses from their home or workspace. Students will not attend at one of our UCN campuses or Centres. Prior to class start, handouts and meeting login information will be emailed to registered students by the facilitator. Students must have a laptop with reliable internet capable of connecting to **Zoom** with use of microphone and video.

DATES: Students can choose from one of two sessions. Class times for each day 9:30am – 1:00pm
Students are asked to login ½ hour prior to class start of training

✓ February 16 & 18, 2021(EXT.1201 TH31), or

✓ March 10 & 12, 2021 (EXT.1201 TH32)

****NOTE**** Pre-course technical orientation for participants: 9.30am day before the actual class – ½ hour in duration

TUITION: \$195.00 (\$185.72 plus \$9.28 GST) payable upon registration

Reap the benefits of thinking like project management without becoming a Project Manager

How to Think Like a Project Manager is designed for leaders and employees who want to advance their leadership and management skills. It will help you understand and apply the basic principles of project management.

The course begins with an exploration of the difference between operational work and project work. From there you will apply key principles that shape the way a project manager thinks, approaches, and manages a project. Participants use a variety of small and large group conversations and activities to explore key principles of project management. Some of the topics covered include defining scope and why it's important, the value of a project charter, how to create a work break down structure, and expectations of a project team member.

The course includes:

- Live virtual training with Dr. Dawn-Marie Turner
- One copy of How to Think Like a Project Manager Participant Booklet
- Tools and project management templates

Participant Benefits and Take Away

- An understanding of why projects fail and how project management can prevent failure
- Clear actions to take to set up any project for success
- Knowledge of common project management terms to enable you to fully and comfortably participate on a project team

Further training is planned to build on this introductory course - “**Project Management Excellence**”

REGISTER TODAY:

Phone: 1.866.627.8500 (Ext 3) or 1.204.627.8500 Or Email: ceregistration@ucn.ca

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment. Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the voluntary withdrawal form is submitted to UCN 5 business days prior to first day of class.

Deadline to register is on the following dates and due by 4:00 pm:
February 5, 2021 (for the February 16 class start)

REVISED DEADLINE March 5, 2021 (for the March 10 class start)

Registration form must be submitted for registration to be processed.

The Registration form can be found at ucn.ca/ce

Further information can be found at ucn.ca/ce