



Course Title: *Managing and Planning Projects and Work*

Course Description

If you have projects, big or small, that involve numerous tasks and people, this course will be helpful. The course focuses on how to create success in your projects and work by getting the outcomes you are looking for in an efficient, effective manner. You will learn how to drive success by getting started the right way, what to do to manage your projects and work along the way and how to wrap things up once you have reached your desired outcomes.

Learning Objectives

In this course you'll:

- Discuss the personal traits you'll need to be successful
- Learn what you'll need to do to get your project off to a good start
- Learn the steps you'll need to take to manage the project along the way including the importance of communication and documentation
- Learn how to finish up once your outcomes are achieved

Open to: All Employees

Competencies Addressed: Problem-Solving/Decision Making; Taking Ownership and Pride

Course Length: Four Hours