

## **Project Management for Academic Administrators**

<http://staffmobility.eu/staffweek/project-management-academic>

### **Why take this course?**

Designed to provide academic staff at all levels with a comprehensive introduction to project management that will enable projects to be completed effectively and efficiently. You will develop the project management skills that enables the integration of best practice, people skills and good leadership through focusing on the key project management processes of Initiation, Planning, Execution, Control and Project Closure.

### **What will I study?**

The aim is to ensure that the objectives of projects are achieved in the most appropriate way. Designed to extend and foster a deeper level of understanding and application that enables the participant to progress their expertise in Project Management.

- Learn how to organise and support projects within the parameters of standard project management frameworks.
- Explore best practices and tools in planning, organising, controlling, managing project risks, and successfully delivering projects.
- Analyse the key tenets of each phase of the project management life cycle from initiation to lessons learned and the purpose of key documentation.
- Analyse the role and benefits of Project Management within matrix organisations.
- Put your new knowledge into practice with confidence.

**Minimum Level of English:** B1 on the CEFR (Intermediate)

**To Register:** Click [HERE](#)

**Delivery:** in person at Dorset College.

**Active Social Programme:** We have an active social programme at the college which changes each month.

**Accommodation Options:** We have a number of options that participants can choose from. You can book your own accommodation or apply for Dorset College accommodation at enquiry stage. We offer student apartments or a host family. Accommodation prices are available upon request.