

Introductory Certificate in Project Management - 2 day Coaching Course

A face to face training and coaching course, introducing the principles of project management and including the ICPM examination.

N.B. The examination may be held on a date to be agreed, following the course, if preferred.

Duration:

2 days

Suitable for:

Anyone looking to start a successful career in project management; anyone working in or with project teams; anyone needing to understand the principles of project management excellence and terminology commonly used.

Objectives:

By the end of the course delegates will be able to:

perform the learning outcomes defined in the Introductory Certificate Syllabus, 3rd Edition
undertake the ICPM examination

Specifically, they will be able to:

- explain project and project management terms
- explain key features of projects including life cycle characteristics, principal phases and activities performed
- explain key roles in project organisations
- explain key activities in initiating, planning, controlling and closing a project

The ICPM qualification is awarded by the UK's Association for Project Management. Assessment is through a 60 question, multiple-choice exam taken over one hour.

On completion, successful candidates will be able to understand the language of project management and the structure of a successful project. They will be able to take an active part in a project team and make a positive contribution to any project environment.

Scope and course structure

The course takes place over two consecutive days with the ICPM examination being held on the afternoon of the second day, and covers the principles of project management, including:

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Project management terminology
Project context, organisation
Project life cycle and the main phases
Scope definition, planning, scheduling and resource management
Stakeholder and communication management
Quality management
Leadership and teamwork
Risk management
Change management
Project control
Handover and Close out

Course material includes: topic readers, exercises and exam practice questions.