

Introduction to Project Management for Administrative Managers

24th February 2017 – London

14th September 2017 - London



Do you want to learn more about project management? Do you want to understand project structure, risks and priorities? Do you want to use your newfound skills to add value to your role?

This interactive one day training course provides an introduction to project management, an integral element of many PA and Administrative Professionals roles.

Benefits of the Training

At the end of this training, you will be able to:

- Differentiate between routine work and a project
- Understand how to prepare for and plan a project
- Understand how to monitor a project
- Understand the purpose and ways of evaluating a project



This training course is a Unit of IQ/IAM Level 3 Award in Professional PA & Administration Skills. By attending 5 one day courses and completing written assignments, you can achieve this Qualification. This training can also be attended as a standalone training day and delivered inhouse to your team of administrators.

About Your Excellency

Your Excellency Limited is a leading edge and friendly organisation. We make learning and understanding fun with interactive sessions that use real examples of financial statements and documents.

We offer 2 PA/Admin Qualifications to support your growth and development.

The IQ/IAM Level 3 Award in Professional PA & Administration Skills is made up of 12 one day courses that can be attended as standalone training options. The IQ/IAM Level 4 Certificate in Office & Administration Management is made up of 4 two day courses that can be attended as standalone training options.

About your Trainer

Malcolm Taylor

Malcolm is a highly sought after coach and leadership development specialist. He has gained 20 years business experience in a multitude of roles across the globe.

He combines his business knowledge with a friendly, jargon-free approach to make the difference to your career and life.



Creating the *"Difference that will make the Difference"*
for you, your team and your organisation



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PA & Administration Skills
www.instam.org

Your Excellency
The Lodge
Bath Place
Clifton
Bedfordshire
SG17 5HE

07598 260628

joshua@yourexcellency.co.uk



What people say about us

"Malcolm has an incredible talent for excellent delivery of the course. His insight, absolute clarity and knowledge are invaluable along with the way he can target the needs of individuals and deliver bespoke individual learning in a group setting. Everyone benefits and gets what they need to grow and learn"

**CF, Local Authority
Team Leader**

"Thank you very much for delivering a thoroughly detailed and well planned course which kept me engaged throughout. Honestly, it was one of the best courses I've attended in some time and it was all down to your execution!"

PA to HNWI, London

"Thank you so much for all your help, support and encouragement during my training. I really enjoyed your courses which were not only informative but fun and have helped me to achieve my career goals"

**Senior Executive
Assistant, London**

www.yourexcellency.co.uk