Real-time Project Management for Leaders (1-Day)

**Background**
Events and project management are key skills to have. When you are put in role as a Project Manager (PM), the heat is on you to manage your team and to deliver. The functional skills you’ll take away from succeeding as a PM are command, control, leadership, management, communications and humility. Translate that when you set out for your careers and businesses, once you’re put on the helms of things, this is when the experiences and the lessons you’ll learn from this program will come in handy.

This is an Advanced Module for leaders, where you go through past success case studies of small to mid scale events (involving 500 – 1000 people) and delve into the nuts and bolts of running and managing a successful event and walk away with a workable framework and template on how to likewise manage events of such scale and nature.

**Methodology**
The program will allow attendees to undergo a deep dive into the different project/event management frameworks and appreciate the process of proper and adequate planning in mounting a mid scale event.

Attendees will also take away knowledge and experiences from past successful events and case studies from trainers and related event organizers and analyze the common characteristics of winning events and how to incorporate relevant strategies and processes so you have a better shot at managing solid events.

**Objectives**
1. To arm and equip attendees with basic frameworks and project/event management tools so they are well aware of what it takes to mount successful small to mid scale events
2. To impress upon attendees the defining characteristics of a competent leader in the context of project/events management
3. To learn the best practices of effective events and also incorporate winning habits in your day to day leadership practices

**Content Overview**
1. Project Management Fundamentals
   a. Frameworks, templates, processes
   b. Understanding the resources it takes to mount effective projects/events and arming yourself with the "resource mindset"
   c. Tapping into your secondary and tertiary networks for unknown connections and resources to gear yourself up to the next level
2. The Mindset and Psychology of a Project Manager
   a. Necessary skills set and mind set you need to embrace to be a competent project manager
   b. Leading others and leading yourself
   c. Self management strategies
3. Past Case Studies
   a. What worked? Key lessons? Contacts and resource files