

# PRACTICAL PROJECT MANAGEMENT FOR PAs & ADMINISTRATORS

## ★ COURSE OVERVIEW

Gone are the days when Project Management was reserved for Project Managers and typing for typists! Today, everyone is expected to master multiple skills, and projects have become a part of everyday workplace activities. But how many of us have had any formal training on project management? Nonetheless, we are still expected to plan, co-ordinate, budget for and run office projects on an ongoing basis.

To assist you to take on bigger and better projects and project your career beyond even your own expectations, BizTech is running a training course called "Project Management for Personal Assistants and Administrators".

The course covers the following key topics:

- What is a project?
- How do projects differ from usual operations?
- How do you successfully justify a project?
- Understanding the project life-cycle
- Defining a project scope
- Ensuring consultation with all stakeholders
- Realistic project planning
- Preparing an accurate project budget
- Mastering effective team leadership
- The project team: roles and responsibilities
- Conflict Resolution
- Developing a work breakdown structure
- Identifying risks and developing safe guards
- Running a successful project meeting
- Supplier & contract management
- Tracking project progress & status reporting

## COURSE DATE

11 - 12 April 2012

## COURSE DURATION

2 days - 08:30 to 16:30 daily

## COURSE FEES

R7 380 (excl. VAT) per delegate

**5% discount**  
for enrolment 2 weeks  
prior to course date

## WHAT'S INCLUDED

- Dynamic and knowledgeable facilitators
- Training File and a CD
- Certificate of Attendance
- High quality training venue
- Lunch and refreshments
- Parking
- Quality folder, notepad and pen

## REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



## WHO SHOULD ATTEND

- Personal Assistants and administrators who are required to run projects, functions or events
- Personal Assistants and administrators involved in projects or working in a project environment
- Personal Assistants and administrators wanting to take on more responsibility and manage office projects
- Project administrators and Personal Assistants and administrators providing support to a project manager or project team

## OUTCOMES

- After attending this course you should be able to:
- Understand what a project is and the phases of the project lifecycle
  - Gain an understanding of how you can apply project management techniques to your workplace projects
  - Learn what is required to inspire, motivate and lead a successful project team
  - Master the ability to manage and track projects
  - Know how to accurately report on the status of a project
  - Be able to take on bigger and better projects

## TAKE HOME TOOLS

- Training Manual
- Training CD
- A quality folder, notepad and pen
- All delegates receive one month of telephonic support relating to course content

## SETA & ICAP ACCREDITATION

This course is accredited by **ICAP** (the Institute for Certified Administrative Professionals) who is the authorised, licensed, exclusive agent for the International Association of Administrative Professionals®

BizTech's accreditation number with the Services SETA is: **3880**. Companies making use of our training services can claim back the relevant percentage of their Skills Development Levies in accordance with the Skills Development Levies Act.

## BBBEE COMPLIANCE

BizTech is BBBEE Level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through BizTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.



## THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.



Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers BizTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.

## TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

### CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at [training@biztech.co.za](mailto:training@biztech.co.za)

For cancellations received more than one week prior to the course: 0 % cancellation fee will apply.

For cancellations received less than one week prior to the course: 50 % cancellation fee will apply.

For cancellations received within 24 hours of the course: 100 % cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

### POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period, the postponement will be subject to an additional fee of R1 430 (excl VAT) per delegate.

All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

### ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

### PRESENTERS

Should it be necessary, BizTech reserves the right to substitute the presenter.

### COMMUNICATION

When a person registers on BizTech's website, is registered on a BizTech course or sends an e-mail to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.

### DISCLAIMER

BizTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.





# ENROLMENT FORM

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

**Fax to 011 582 3301 or**

**E-mail [training@biztech.co.za](mailto:training@biztech.co.za)**

## SALES CONTRACT

COURSE NAME:

**PRACTICAL PROJECT MANAGEMENT FOR PAS & ADMINISTRATORS**

COURSE CODE: **PMPA 20120411**

**TOTAL NUMBER OF DELEGATES TO BE ENROLLED**

### > DELEGATE DETAILS [Please print clearly]

1 First Name and Surname \_\_\_\_\_  
 Position \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Cell No.

2 First Name and Surname \_\_\_\_\_  
 Position \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Cell No.

Special Dietary Needs  Qty. of Kosher  Qty. of Halaal  Other \_\_\_\_\_

Special Needs (e.g. wheelchair) \_\_\_\_\_

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

### > COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name \_\_\_\_\_  
 Department/Division \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code

Company VAT Registration No.

Telephone No.   Fax No.

### > PAYMENT DETAILS

Invoice Contact Person \_\_\_\_\_  
 Telephone No.

E-mail \_\_\_\_\_

Purchase Order No (if applicable)

Do you require separate invoices for each delegate?  YES  NO

NB: Please include your BizTech invoice number as a reference on your deposit when making payment.

### > AUTHORISATION

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Telephone No.

E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date  /  /

Fees **R7 380.00 (excl. VAT) per delegate**  
 Surcharge per Halaal meal **R 80.00 (excl. VAT) per person per day**  
 Surcharge per Kosher meal **R 205.00 (excl. VAT) per person per day**

A 5% discount is applicable for all registrations received two weeks prior to course commencement (28 March 2012). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course. You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Amanda on 0861 BIZTECH/011 582 3333. If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of BizTech's terms and conditions.



# ENROLMENT FORM (CONT.)

## > DELEGATE DETAILS [Please print clearly]

3 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

4 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

5 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

6 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

7 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

8 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

9 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

10 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

