

PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS

COURSE DATE

29 - 31 May 2013

COURSE DURATION

3 days – 08:30 to 16:30 daily

COURSE FEES

R11 100 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic & knowledgeable facilitators
- A quality folder, notepad & pen
- Training file & CD
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

With the global shift towards project based business, project management has become an essential business skill for all.

Gone are the days when project management was reserved only for the professional project manager for large and complex projects.

Today, project management skills are used by business professionals across the board to get tasks and projects completed more effectively and efficiently.

In order to assist non-project managers acquire project management skills, AstroTech is offering a training programme on "Project Management for Non-Project Managers".

The course covers the following key topics:

- What is project management?
- Why is project management important?
- Project planning
- Project scope definition
- Project monitoring & control
- Fundamental project management skills
- Scheduling & estimating
- Risk identification & mitigation
- Project costing & budgeting
- Working with a project team & getting commitment
- Team leadership and managing conflict
- Critical path planning
- Work breakdown structures (WBS)
- Project tracking & status reports
- Using project tools for maximum efficiency
- Hands-on practical exercises

...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Anyone wishing to acquire project management skills
- Managers, supervisors and team members involved in projects or responsible for task completion
- New employees who have not yet been trained in project management
- Secretaries and administrators tasked with projects to run

★ OUTCOMES

After attending this course attendees should:

- Master the skills of project management
- Run future projects on time and within budget
- Become aware of the tools and techniques available to assist with projects
- Understand project terminology
- Network with other industry professionals with similar interests

★ TAKE HOME TOOLS

- A detailed manual, workbook and CD
- A quality folder, notepad & pen
- One month of free telephonic and e-mail support included

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, with easy access to both the M1 North & South, and approximately 1.8km from the Gautrain station in Rosebank, we are just around the corner from the Killarney Mall.

For a list of accommodation options nearby, visit www.astrotechconf.co.za/accommodation

★ LEVEL 1 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@astrotechtraining.co.za within the following timeframes:
 - **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL **at least SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
 - **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,500 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **PRESENTERS**
Should it be necessary, AstroTech reserves the right to substitute the presenter.
- **COMMUNICATION**
When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER**
AstroTech 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 AstroTech to the client.

COURSE NAME: **Project Management for Non-Project Managers** COURSE CODE: **PRM 20130529**
 COURSE DATE: **29 - 31 May 2013** DURATION: **3 DAYS**

COURSE FEE: **R11 100.00 excl. VAT (per delegate)**
 Qualify for a **5% discount**, if we receive your form before: **15 May 2013**
 DISCOUNTED FEE: **R10 545.00 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

> DELEGATE DETAILS [Substitutions may be made at any time prior to the start of the training course]

1 First Name and Surname _____
 Position _____ Special Diet: K H V O
 E-mail _____
 Cell No. Office Tel No.

2 First Name and Surname _____
 Position _____ Special Diet: K H V O
 E-mail _____
 Cell No. Office Tel No.

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

DIETARY REQUIREMENTS [Insert total no. of DELEGATES requiring special meals PER CATEGORY- meal fees below are **additional** to course fee]
 KOSHER: R470 (excl. VAT) per day HALAAL: R320 (excl. VAT) per day VEGETARIAN: Always available at no cost
 OTHER: (e.g. allergies, etc) Please specify: _____
 Special Needs (e.g. wheelchair, visual disability, etc) _____

> COMPANY / ORGANISATION DETAILS (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name _____
 Department/Division _____
 Postal Address _____ Postal Code
 Company VAT Registration No.
 Main Company Switchboard No. Fax No.

> PAYMENT (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) _____
 Do you require separate invoices for each delegate? YES NO
 Payment Contact Person _____
 Office Telephone No.
 E-mail _____

> AUTHORISATION

Name _____
 Position _____
 Office Telephone No. Cell No.
 E-mail _____

Authorising Signature:

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@astrotechtraining.co.za or fax to **011 582 3201**. If you need any assistance whatsoever, please call us on **011 582 3222**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.

ENROLMENT FORM (CONT.)

COURSE NAME: **Project Management for Non-Project Managers**

COURSE CODE: **PRM 20130529**

> DELEGATE DETAILS

3 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

4 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

5 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

6 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

7 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

8 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

9 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

10 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

11 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.