

PRINCE 2 - Project Management

Course Code PRM9002



BENEFITS OF ATTENDING

At the end of the programme, participants will be able to:
Understand the project, the process & the management

Defining exciting project outcomes

Generating ideas

Motivating the project management team

Communication as a project management tool

Practical tools and techniques

Which stages of the process to use them

Giving effective feedback

What to do when things are going well

What to do when they're not

Moving projects on to a successful outcome

PROGRAMME OVERVIEW

This five day Project Management Workshop is an opportunity for delegates to look at the way they handle and manage their projects. This programme is aimed at managers who wish to become qualified practitioners in PRINCE 2 Project Management.

PRINCE 2 has a strong practical element and as the process is not prescriptive, it can be tailored to meet your requirements. Delivered over five days with a multiple choice foundation exam and written practitioner exam included.

PROGRAMME OUTLINE

- Essential background and project management overview
- Planning, controlling and initiating projects using PRINCE 2
- The value for organisation
- The PRINCE 2 structure outlining its processes, components and techniques
- Tailoring and implementation
- Day-to-day project work including change and quality issues
- Controlling the stages and boundaries
- Closing a project
- Foundation and practitioner exams

WHO SHOULD ENROL?

Delegates are expected from Government departments and Regulatory agencies, Central Banks, Commercial Banks, Mortgage Banks, Multinational donor agencies, manufacturing companies and other fast growing private sector organisations.

COURSE STRUCTURE & COST

Delegates will attend this 5 day course
between 09:30 and 17:00 daily

Cost: £2,500 per delegate



Booking Form

Please complete and submit the following information. Please note that all fields must be filled in as they are all required to make a booking. Once completed, please send booking form by fax to **+44 (0)20 7147 9989**. For any enquiries please contact us by email at **info@alexanderbrookes.com** or by telephone on **+44 (0)20 7147 9989**

COURSE INFORMATION

Course Name

Start Date (DD/MM/YYYY)

Finish Date (DD/MM/YYYY)

Additional Options

Fees

DELEGATE INFORMATION

Title (tick)

Mr

Mrs

Miss

Dr

Surname

Fornames

Date of Birth
DD/MM

Nationality

Organisation

Job Title

Department

Address

Town

Postcode

Country

CONTACT DETAILS

Telephone

Mobile

Email Address

Fax

Approving Manager

Approving Manager Telephone

FUNDING

Is your funding secured ? YES/NO

Funding Organisation

Contact Name

Telephone

ALEXANDER BROOKES ASSOCIATES LIMITED

9, Lydden Road Earlsfield London SW18 4LT
United Kingdom

telephone/fax **+44(0)20 7147 9989**

email **info@alexanderbrookes.com**

web **www.alexanderbrookes.com**

ALEXANDER BROOKES

Booking Terms and Conditions

Ways of Booking a Course

Bookings can be made by fax, email, post or online. All bookings will be regarded as confirmed once received.

Book Online

You can book any of our courses by logging on to our website at www.alexanderbrookes.com. Complete the booking form online and click the **submit** button.

Book by email

Contact us by email at info@alexanderbrookes.com.

Book by phone

Bookings can also be made by telephone, but these bookings will be regarded as provisional. Please note that the bookings will remain provisional until we have received written confirmation.

Call us on: **+44 (0)20 7147 9989**

Book by fax

Fax the enclosed booking form to: **+44 (0)20 7147 9989**

Cancellations

A written notification of cancellation should be sent at least 14 days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned. A cancellation charge may be applied pending on individual circumstances and refusal to send written notification.

Postponements and Transfers

Attendance on a course can be postponed once bookings have already been made. However, intention to postpone has to be sent in writing 14 days prior to the start of the course concerned.

Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical), but the new booking cannot be subsequently cancelled.

Other Terms

Alexander Brookes reserves the right to remove any delegate from their programme should their behaviour be deemed inappropriate by Alexander Brookes or its partners. This will result in no refund of course fees or other expenditure incurred.

Payment

All course fees must be paid in full not later than 14 days prior to the start of the course (or immediately for late bookings). All payments will be received in British Pound Sterling. Alexander Brookes will not be responsible for any financial shortfall if fees are changed from another foreign currency.

Payment Details

Alexander Brookes will require payments in GBP sterling before the course commences.

By BACS (money transfer)

Account Name:

Alexander Brookes Associates Ltd

Bank: Barclays Bank PLC
Hatton Garden Branch
99, Hatton Garden
London, EC1N 8DN
United Kingdom

Sort Code: 20 41 41

Account No: 53486591

IBAN: GB79 BARC 2041 4153 4865 91

SWIFTBIC: BARCGB22

By Bankers Draft

Drawn in GBP sterling, made payable to Alexander Brookes Associates Ltd.

and posted to:

Alexander Brookes Associates Ltd
Earlsfield Business Centre
9, Lydden Road
London SW18 4LT
United Kingdom

Alexander Brookes is accredited by the British Accreditation Council for Further and Higher Education as a Short Course Provider