Project Management Diploma

This diploma has been created to help you learn all the skills required to effectively plan, progress and complete a project. You'll cover topics that are aligned to the renowned PRINCE2® methodology.

PITMAN TRAINING

This diploma is ideal if you want to add to your existing skillset or are looking to work in a role which demands top-level organisation and project management skills such as a Project Manager, Project Planner, Planning Manager, Team Leader, PA, EA, Office Manager or Virtual Assistant.

Every project a business carries out is unique. They can vary from small scale, right through to the more complex and diverse, involving multiple teams and locations. Anyone who leads a project, no matter the size, should possess high-level project management skills.

This Project Management Diploma has been created to help you learn to manage a project successfully through its initiation, planning, progression and closure. As well as this you will develop other skills such as leadership, communication, risk management and financial management.

Once you have successfully completed your diploma you will receive a globally recognised Pitman Training certification. You will also be well placed to go on and undertake the PRINCE2® Foundation examination.

AIMS AND OBJECTIVES
The Project Management Diploma is ideal if you'd like to learn project management practices and skills which adhere to the PRINCE2® standards and methods

PRE-REQUISITES
There are no pre-requisites required for this diploma.

CAREER PATH
This diploma can help lead you to a rewarding career as a Project Manager.

CORE COURSES

PRINCE2® Foundation
In this PRINCE2® Foundation course you'll start by looking at principles of organising and starting up a project, You'll work through initiating a project, assessing risk, monitoring progress, managing change right through to closing a project.

Project
This course is designed to introduce you to the features of Microsoft Project so that you can be confident in setting up, running and managing a project utilising this programme.

Or Effective Business Communication
This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

CompTIA Project+
This course will provide you with the knowledge and skills to manage the life cycle of a project in terms of planning, implementation, completion, and evaluation.

Word
Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

Or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over a series of self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much more.

Or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet program to an advanced level. You can choose which version of Excel and you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

Time Management

Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

Costing and Pricing

Invaluable for anyone responsible for accounts or setting pricing within a business, this short course is something we're sure you'll get true value from.

ELECTIVE COURSES (choose two)

- **PRINCE2® Practitioner (counts as two)**
- **Team Leadership**
- **Communications in an Organisation**
- **LinkedIn for Jobseekers**
- **Social Media Strategy for Business**
- **Access**

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

CPD Points: 200
(Awarded CPD points upon successful completion).

To discuss your current skills and aspirations call now:

+ 965 22408069

: or visit
www.pitman-training.com.kw

Guideline Learning Time
200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)