



Registered Training Organisation: 2543



## Project Management Training

Unit:	Manage a Civil Works Project
National Codes:	LGAWORK404A
Trainer	John Perkins
Duration:	2 Days plus assignment
Time:	9:00am to 4:00pm

### Intended For:

Supervisors and team leaders who are required to manage projects and seek ways to improve efficiencies.

### Trainer:

John Perkins is an Engineer who has extensive management experience which included performing the role of projects co-ordinator with Hydro Tasmania.

This work involved:

- Establishing asset management strategies and the associated financial planning.
- Selecting, managing and evaluating contractors.
- Developing and monitoring project budgets, managing projects and preparing business cases.
- Maintenance planning including developing predictive maintenance procedures.

### Resources:

All participants will be supplied with the book “Manage Projects Effectively” by Will Baker.

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### Australian Employment Services

Registered Training Organisation: 2543 A.B.N. 33 089 006 780

PO Box 623, North Hobart, Tas 7002 Ph: (03) 6233 5566 Fax: (03) 6272 0004

[information@aeservices.com.au](mailto:information@aeservices.com.au)

## Program Topics

- The skills required for effective project management
- Managing the project team
- How to improve poor performance
- Negotiate within projects
- Factors and quality
- Risk and project management
- Defining project stakeholders
- Developing the project plan
- Timelines, task breakdowns, roles and responsibilities
- Risk management plan
- Project budget
- Administering and monitoring
- Project review

### Cost:

Cost is \$450.00 per participant including resources. (GST is not charged on nationally recognised training).

There is an \$80.00 cancellation fee if A.E.S. is not notified 24 hours prior to the course commencing.

Register by completing the registration form below and faxing to A.E.S. on 62720004 or for more information please phone 62335566.

Please note A.E.S. does not send out confirmation of registration. You will only hear from A.E.S. if the course is full or has been cancelled.

### Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer or Employment Agency \_\_\_\_\_

Contact: \_\_\_\_\_

How did you find out about A.E.S.? \_\_\_\_\_

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