

If you have a particular project you would like to be considered during the course, please send a short summary by March 31st 2008 to r.creamer@unesco.org to pass onto the trainer.

Managing successful projects: An intensive one-day workshop

Monday April 28th 2008 at CERN

This intensive one day workshop is aimed at library and information services staff who manage or coordinate projects. The day will be practical and provide participants with a toolkit of techniques to help plan, manage and complete projects.

In particular, the course will help participants to: -

- Manage complex tasks through the use of project management techniques
- Explore ways to plan, implement and monitor projects using tools and techniques such as Gantt charts, project documentation and status reports
- Manage project teams to achieve high performance
- Exchange ideas and experience
- Practice preparing an initial project plan

Programme

09.00 Registration

09.15 Welcome and introductions

09.30 Project management techniques, providing a framework for managing complex tasks

- The key elements of successful project management
- What can go wrong? Small group discussion
- The four key stages in delivering projects

11.00 Mini break with coffee

11.10 Project planning

- Agreeing outcomes, identifying stakeholders/sponsors and assessing risks
- Scheduling tasks, defining dependencies and identifying milestones
- Using Gantt charts and other methods to assist in allocating and managing resources
- **Practical exercise to develop a project plan**

12.30 Lunch (included in the course fee)

13.30 Keeping projects (and people) on track

- Staying in control – Managing/supporting project teams to achieve high performance.
- Systems for monitoring the progress of projects
- Dealing with difficult situations in project teams

14.45 Tea

15.00 Seeing it through to the finish

- **Managing stakeholders and sponsors,**
- **Completing the task,**
- **Reviewing and learning from the process.**

16.00 Action planning and end of workshop

Booking

To book a place, please send an email to Susanne.schaefer@cern.ch. Places are limited to 15 people therefore please apply promptly if you would like a place. A waiting list will be kept so please also alert Susanne if you have registered but then find you cannot attend so that your place can be freed for someone else.

Places are available to AILIS members only. See <http://ailis.cern.ch/howeare/membform.htm> for membership application form (cost CHF 30 per year (still to be confirmed for 2008)).

Cost of training session: **CHF 250** to be paid to AILIS after the event. Membership and payment enquiries can be sent to Kiyoo Shibata, AILIS treasurer shibata@ilo.org. All refreshments and lunch will be included in the course fee.

Notes on the trainer

Beryl (Morris) established Hudson Rivers in 1992 and leads the company's work in training and development. Her previous posts include Chief Officer with the London Borough of Newham, Senior Lecturer at Manchester Metropolitan University and Management Adviser with the Industrial Society. She works with a diverse range of clients in the public and private sectors, including universities, local authorities, health services and commercial and government organisations and specialises in the field of leadership, management and communication skills training and development.