

Introduction to Project Management

An interactive workshop designed to provide an understanding of the tools and techniques used to manage projects to a successful conclusion

Monday 5th October 2020

Mercure Leeds Parkway Hotel, Otley Road, Leeds, LS16 8AG

9am Registration, 9.30am Welcome and 4.30pm, Close

Project management is the most used instrument of change in the NHS and beyond. It is important that anyone affected by, or participant in a Project, can understand the planning techniques that are used, and be able to engage effectively with Project leaders and other stakeholders to ensure good outcomes.

The purpose of the workshop is to provide delegates with an understanding of how projects are conceived, planned, run and evaluated. We will look at the most used tools and techniques found in the Project management body of knowledge, how they are used and why. We will also look at the behaviours and soft skills most likely to benefit Project teams. Most projects have to overcome the unexpected and deal with conflict so we will include a session on problem solving and managing conflict positively. Finally, we will take a very brief look at some of the standard Project Management methodologies in common use.

This course aims to provide delegates with:

- Understand and interrogate Project Management information effectively
- Negotiate changes and manage conflict positively
- Use Project management tools and techniques to make changes
- Recognise the most commonly used Project management methodologies

About our speaker:

Bill Farrow, Iolair UK Ltd, is a Management Consultant and Trainer with over 30 years of experience working for some of the best (and worst) organisations all over the world. He has undertaken a number of interim roles, and led major projects in the Public, Private and Third sectors.

A significant proportion of Bill's professional experience has been within the NHS. He is a former Non-Executive Director of a NHS Mental health Foundation Trust and has worked with Primary and Secondary care and Commissioning groups.

Course Fees:

£185.00

All learning materials, lunch and refreshments are included.

Reservations:

Please complete the reservation form overleaf and post or scan to: Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, LS15 8ZB. (Please note this is our correspondence address only.)

If you are paying by debit or credit card, why not BOOK ONLINE and receive a £10 discount on the advertised price?

Study Methods and Accreditation:

Lectures, small group work, group discussions, question and answer sessions, case studies, case directed discussions etc. This course is eligible for 6 CPD hours subject to your peer group approval.

This conference is suitable for:

Healthcare professionals involved in or affected by Project management in their working environment



Andrew Sims Centre Reservation Form

Course Title: **INTRODUCTION TO PROJECT MANAGEMENT**

Date: **MONDAY 5TH OCTOBER 2020**

YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title First Name

Surname Job Title

Speciality

Trust / Organisation

Preferred Mailing Address

.....Postcode

Work Telephone Mobile

Email

Dietary Other

Signature Date

NEWSLETTER AND MARKETING

We want to stay in touch, to let you know about our future courses, discounts and ASC news. If you want to receive this information via our email Newsletter, sent every two weeks, please tick []

COURSE FEES

[] One Place £185.00

Promotional Code Making Course Fee £.....

BOOKING & PAYMENT OPTIONS

Please choose **ONE** of the following payment options (1 to 6)

- 1. ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT with credit or debit card
- 2. TELEPHONE:** 0113 855 5638 with credit or debit card
- 3. POST:** Administrator at Andrew Sims Centre, 2150 Century Way, Thorpe Park Industrial Estate, Leeds, LS15 8ZB
- 4. BACS:** Account Number: 10003312 Sort Code: 60-70-80
Please use ref ASC051020-DELEGATENAME
- 5. INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net
Trust
Purchase Order Number
- 6. LYPFT Internal Transfer:**
Budget Holder Name.....
Budget Holder Email
Budget Code:
Budget Holders signature
Budget Transfer will occur in **October2020**

All Payment must be received in advance of event.

HOW TO BOOK

If you are paying by debit or credit card, please BOOK ONLINE, otherwise please complete the reservation form and either post to: **Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB** or Email it to **andrewsimscentre.lypft@nhs.net**.

Please note this is our correspondence address only. Please check individual courses for venue details.

PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust's or organisation's official purchase order must be enclosed with this booking. **Payment must be received before the course date.** If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

ACCREDITATION

This course is eligible for **6** CPD hours subject to your peer group approval.

THE VENUE

Mecure Leeds Parkway hotel is on the outskirts of Leeds, North of Headingley and five miles away from Leeds Bradford Airport. It is a 20 minute drive/taxi from Leeds train station.

For SatNav please use postcode LS16 8AG

CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ('GDPR'). If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.

If you would like to keep up to date with our events and activities, please tick []

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here []

If you would like your details to be made available to our third-party partners such as selected event co-partner organisations, or to companies sponsoring or exhibiting at our events, please tick []