Course : Workshops "Project management tools" for managers

Practical course - 2d - 14h00 - Ref. OGP
Price : 1610 CHF E.T.

★★★★½   4,8 / 5

As a manager, you face challenges in organization, communication and change management. What if you adopted project management tools to gain in efficiency? Through interactive workshops and case studies, this training course teaches you when and how to switch to "project mode" to structure your actions, align your teams and optimize your time management. You'll come away with project management techniques that you can apply directly to manage your projects with greater clarity, impact and agility.

Teaching objectives

At the end of the training, the participant will be able to:

- Optimize organization and monitoring of high-voltage activities
- Manage the impact of structural, economic or legal change
- Managing risks
- Guaranteeing effective communication

Intended audience
Existing managers wishing to integrate project management tools into their activities.

Prerequisites
No special knowledge required.

Practical details
Hands-on work
Workshop: throughout the workshop, participants build their operational action plan and put together their Project Manager kit.

Teaching methods
Inductive pedagogy. Workshops and exchanges followed by analysis and feedback from the trainer. Progressive construction of operational tools.

Course schedule

1. Kick-off: project mode and management

- Define vocabulary: project, ongoing activities, project manager, manager...
- Identify project management tools.

Hands-on work
Workshop: Brainstorming, the project manager's posture in his day-to-day work as a manager, with which tools?

2. Workshop: Managing your team's human resources

- Define the respective roles and responsibilities of team members.
- Manage the outsourcing of team resources.
- Manage a reduction and restructuring of team resources.
- Integrate new resources into the team.
- Evaluate annual objectives.

Hands-on work
Tools used in this workshop: Raci matrix, skills-motivation matrix, workload plan, risk matrix, Gantt chart, dashboard, Rex.

3. Workshop: Supporting change

- Implementing a new organization, a new tool, impacting team operations.
- Announce objectives and results impacting the team's activity and organization.

Hands-on work
Tools used in this workshop: WBS, workload plan, Raci matrix, ally mapping, risk matrix, scoping note, kick-off meeting.

4. Workshop: Integrating an economic, legal or regulatory constraint

- Manage a cost optimization policy or a budget cut.
- Initiate preventive measures in the face of new regulations.

Hands-on work
Tools used in this workshop: risk matrix, budget forecast, workload plan, WBS.

5. Workshop: Ensuring the flow of information for better cohesion

- Promote team collaboration through communication and information exchange.
- Set up communication tools: reporting, meeting planning, etc.
- Guaranteeing access to information: management rules.
- Resolve tense situations and blockages through constructive communication.

Hands-on work
Tools implemented in this workshop: skills-motivation matrix, progress and problem-solving meetings, shared dashboard, communication plan, reporting template, team documentation management rule.

Dates and locations

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

REMOTE CLASS
2026 : 22 June, 28 Sep.