



# EFFECTIVE & PROJECT PLANNING

## Course Overview

This 1-day course covers effective planning and project management skills necessary for successful project execution. Participants will learn key techniques to improve planning efficiency and manage project timelines effectively.



### Duration

1 Day



### Price

£250



### Accreditation

Clear Quality

## What Will I Learn?

- ✓ Enhance project planning efficiency.
- ✓ Manage project timelines effectively.
- ✓ Identify and mitigate risks.

## What Skills Will I Gain?

- ✓ Basics of project planning.
- ✓ Setting objectives and goals.
- ✓ Resource allocation and budgeting.
- ✓ Scheduling and timeline management.
- ✓ Risk management.

All of our short courses can be delivered in a classroom environment or via Microsoft teams. To discuss your training needs further please contact us here at: [training@clearquality.co.uk](mailto:training@clearquality.co.uk)