

WORKSHOPS 2010

LEARN TO EXECUTE
FLAWLESSLY TO CREATE
CHANGE AND PRODUCE
NEW VALUE

Gain Commitment to Goals
Organise Work
Estimate Resources
Manage and Motivate People
Set Attainable Schedules
Prepare for Risks
Keep Projects Under Control
Respond to the Unexpected
Learn from Every Project

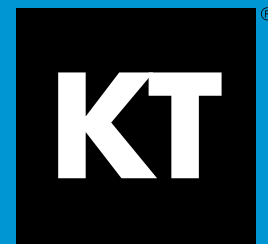


**Certificate IV
and Diploma
in Project
Management
now available**

Kepner-Tregoe PROJECT MANAGEMENT



RAPID RESULTS



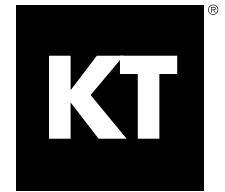
LASTING VALUE

WWW.KEPNER-TREGOE.COM



KT is registered by VETAB to deliver the Certificate IV in Project Management BSB41507 and Diploma of Project Management BSB51407

Project Management



Organise People, Thinking and Action

Projects are the way work gets done in organisations. Effective project management is the difference between being first-in-class and merely surviving.

Implementing KT's Project Management methodology gives your organisation a common language and thinking approach to organising, planning and executing projects.

It puts in place the skills and conditions that motivate project teams and builds commitment to project success.

KT client organisations build focused project portfolios that maximise resource use to save time and money while delivering the genuine value sought by the organisation.

Begin Using a Step-by-Step Process that Ensures **Project Results**

PROJECT DEFINITION

Conceive projects that will gain commitment and succeed.

What it is

Too often people jump to planning and undertaking activities before they identify the project's goals, objectives and constraints. The project's full scope may not be understood and the organisation may not give it the proper priority. Project Definition ensures that the stage is set to match resources and work with the organisation's need.

What participants learn

- Develop a project statement that defines the project boundaries of results, time and cost
- Develop objectives that will guide almost every decision made by the project team throughout the project
- Define the project outputs and the best way to manage the work
- Estimate the resource requirements and project budget
- Build commitment to project success among sponsors, team members and customers

PROJECT PLANNING

Organise work and people for success.

What it is

Plans may change, but planning is indispensable. Identify who will do what and when in a clear plan all stakeholders can get behind. Understand and manage risks to ensure the project delivers the intended results.

What participants learn

- Create a simple, clear communication tool to ensure everyone knows exactly what their role is in the project
- Sequence and schedule work to reliably set and meet project deadlines using classic techniques
- Build commitments needed to secure resources throughout the project
- Optimise use of available resources
- Prepare for risks and opportunities to avoid surprises that could take the project off plan

PROJECT IMPLEMENTATION

Control projects, respond to the unexpected and keep budgets and schedules under control while ensuring the project meets the goal.

What it is

Active management of a project plan is critical to deliver the intended value. Implementation requires cleanly deploying resources, monitoring and reporting on leading and lagging indicators of success, plan modifications to account for new threats and opportunities and effective close out and evaluation.

What participants learn

- Avoid the common pitfalls of getting projects started
- Develop effective reporting to compare project progress to expectations
- React to the unexpected while maintaining control of the project schedule, budget and goals
- Evaluate projects thoroughly and openly for completeness and effectiveness
- Use lessons learned to build new capabilities and spot new project opportunities

PROJECT COMMUNICATION

Maintain relationships, build teamwork and manage performance throughout the project.

What it is

Most simply this is about working with people to get the job done. Are skills matched for the task? Are all clear on timing and sequence? Is everyone properly motivated? What coaching and feedback will you give your team to keep them on track? How effectively are you communicating with customers and stakeholders to keep the level of enthusiasm high?

What participants learn

- Ask the right questions to gather, clarify and confirm project information
- Use techniques that ensure that the right project information gets heard
- Set expectations and coach for top performance
- Align and support high performing project teams using a process approach
- Make the best use of project meetings

Maximise Results



RAPID RESULTS:

Our processes are designed to yield immediate, measurable results. We identify concrete issues and specific improvements you can expect and then measure and appropriately monetise the rapid gains we have made.

LASTING VALUE:

Our dedication to creating value helps to ensure that the rapid results we achieve are sustainable long-term. By embedding our processes into the way work is done, you can achieve this same success long after we are gone.

THE KT WAY:

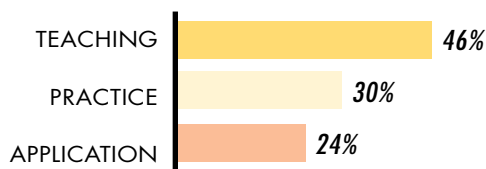
We pioneered rational thinking processes. We apply them to drive both strategic and operational outcomes. We collaborate with your team. We transfer capability to your organisation. We drive rapid results and create lasting value.

Inside our Project Management Workshop

WHO SHOULD ATTEND?

This practical process can be learned and applied by all individuals charged with making sure projects are completed successfully. The methodology and workshop are appropriate for project managers and team members working on projects ranging from office moves to product launches to plant shutdowns. The workshop will provide nearly anyone with concise and comprehensive concepts that can be applied immediately.

Hour	DAY ONE	DAY TWO	DAY THREE
	Opening Briefing	Review Day 1	Review Day 2
0.5	Questioning Discovery	Planning Basics Teach	Project Communication Teach
1.0		RAM Exercise	Discovery Exercise
1.5	Project Management Overview	Application	Performance System Teach
2.0	Definition Basics Teach	Planning Basics Teach	
2.5		Network Exercise	Implementation Basics Teach
3.0	Case Practice	Planning Basics Teach	
3.5		Gantt Exercise	Monitor Project Exercise
4.0	Application	Planning Basics Teach	
4.5	Definition Basics Teach	Application	Modify Project Exercise
5.0		Application	
5.5	Case Practice	Planning Basics Teach	Application
6.0		Application	Implementation Basics Teach
6.5	Application	Application	Plan for Continued Application
7.0	Project Mgr. Selection		
7.5	Review & Opportunity	Review & Opportunity	Closeout & Evaluation



FEATURES OF THIS THREE-DAY WORKSHOP

The KT Project Management thinking rationale is consistent with and supportive of the Project Management Institute Project Management Body of Knowledge (PMBok). PMI Project Management Professionals can obtain Professional Development Units (PDUs) by attending our workshops.

Pre-Workshop Preparation

Prior to the workshop participants receive prework that helps them identify meaningful application topics to focus on during the workshop.

During the Workshop

Over 60 percent of the workshop is spent on case studies and individual's job applications. Individual attention from the instructor ensures mastery of all key project management skills. Time is set aside for individual questions and concerns.

Post-Workshop

Kepner-Tregoe professionals are available to ensure application of skills following this workshop. Participants are invited to call our head office on 1800 634 453 with specific questions or concerns.

Workshop Materials

All participants receive the Notes and Reference manual and *The Rational Project Manager*. These sourcebooks allow you to concentrate on the workshop and avoid unnecessary note taking.

USING KT PROCESSES

Growth. A manufacturer turned to KT for project management skills and to set up a project office for new product development. After two years of no new products, the company is launching between five and 10 products annually.

Mergers. When KT Project Management was used to merge two large commercial banks in six months, the *Wall Street Journal* reported that it was "the most trouble-free merger of back office operations" that the *Journal* had ever covered.

Plant Shutdowns. Plants worldwide use KT Project Management for their annual shutdown planning and implementation. A Cement Australia shutdown came in \$500k under-budget and work was completed ahead of schedule. A Thomson plant reduced the length of its annual shut from three weeks to two.

Who has had success The KT Way?

ANZ Banking Corporation
AMCOR
AMP
BHP Billiton
Bluescope Steel
Boral
Cadbury Schweppes
Cement Australia
CISCO Systems
Crown Casino
CSR
EDS
General Motors Corporation
IBM

Kimberly Clark Corporation
Mayne Pharma
Onesteel
Orica Australia Pty Ltd
Queensland Rail
Rio Tinto Group
Robert Bosch
Simplot
Tarong Energy
Telstra
Toyota Motor Corporation
Visy
Westpac
Worksafe Victoria

Kepner-Tregoe Project Management

2010 Booking Form

TO BOOK ON-LINE Go to www.kepner-tregoe.com, click on the 'workshops/events' menu and select 'schedule'

TO BOOK BY FAX Complete the booking form and fax to: 02 9955 1625

TO BOOK BY MAIL Complete the booking form and mail to: Kepner-Tregoe Australasia Pty Ltd. PO Box 1333, North Sydney, NSW 2059

2010 Dates & Locations

- 3-5 FebMelbourne
- 3-5 Feb Sydney
- 24-26 Feb.....Brisbane
- 10-12 Mar Sydney
- 17-19 Mar Auckland
- 22-24 Mar Perth
- 21-23 Apr...Melbourne
- 5-7 May Adelaide
- 19-21 May Sydney
- 26-28 May .Melbourne
- 2-4 Jun.....Brisbane
- 16-18 Jun...Wellington
- 23-25 Jun..... Sydney
- 14-16 JulMelbourne
- 21-23 Jul Sydney
- 4-6 Aug..... Perth
- 11-13 Aug..Melbourne
- 25-27 Aug..... Sydney
- 1-3 SepBrisbane
- 8-10 Sep..... Adelaide
- 15-17 Sep ..Melbourne
- 29 Sep -1 Oct... Sydney
- 13-15 Oct..... Auckland
- 20-22 Oct...Melbourne
- 3-5 Nov Sydney
- 17-19 Nov..Melbourne

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North Sydney, NSW 2059
Phone (61 2) 9955 5944
Toll Free 1800 634 453
Fax (61 2) 9955 1625



Please book in:

NAME: _____
JOB TITLE: _____
COMPANY: _____
ADDRESS: _____
CITY: _____ STATE: _____ POST CODE: _____
PHONE: _____ FAX: _____
EMAIL: _____
ACCESS / DIETARY REQUIREMENTS: _____

Project Logic Software *(the link between KT Project Management and Microsoft® Project)*

- I would like to purchase KT's Project Logic Software in addition to attending the workshop to support ongoing use of the project management process.

Version (please tick applicable version): Project Logic 2002 Project Logic 2003 Project Logic 2007

Pricing: Australia - A\$385 per license (incl. 10% GST) to be collected at the workshop.
NZ - NZ\$475 per license (incl. 12.5% GST) to be collected at the workshop.

Payment:

PAYMENT/CHEQUE ENCLOSED
 CREDIT CARD
 MASTERCARD VISA AMEX DINERS (AUSTRALIA ONLY)
CARD NO.: _____
CARD HOLDERS NAME: _____ EXPIRY DATE: _____

I'd like to receive information on these topics:

- More information about the KT Project Management workshop.
- A case study that demonstrates the application of Project Management to achieve dramatic business results.
- Software support for Microsoft Project and Project Management. Project Logic is a unique project management software that creates a bridge between Microsoft Project and KT Project Management.
- Optional competency assessment towards a Project Management qualification at Diploma (BSB51407) or Certificate IV (BSB41507) levels. Certificate IV assessment fee \$550 including GST.

Fee

For workshops in Australia the fee is AUS1,925 per person (includes GST).

For workshops in New Zealand the fee is NZ\$2,160 per person (includes GST).

Registration and payment are required to confirm your place. Payment terms are 14 days prior to workshop commencement.

Cheques, EFT and credit card payments are accepted. Please note that credit card payments will have a 3.3% fee applied.

Enquiries

Please contact the Public Sessions Coordinator on 02 9955 5944 or 1800 634 453.

Confirmation and Prework

Nomination will be confirmed on payment of workshop fee. Assuming payment has been made, the participant will receive prework two to three weeks prior to the workshop.

Cancellations and Transfers

Please note that cancellations or transfers will only be accepted in writing up to 14 days prior to workshop commencement. After that time, no refunds can be given. A replacement delegate may be sent.

- I am not interested in receiving any further information from Kepner-Tregoe.

01 January 2010

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