

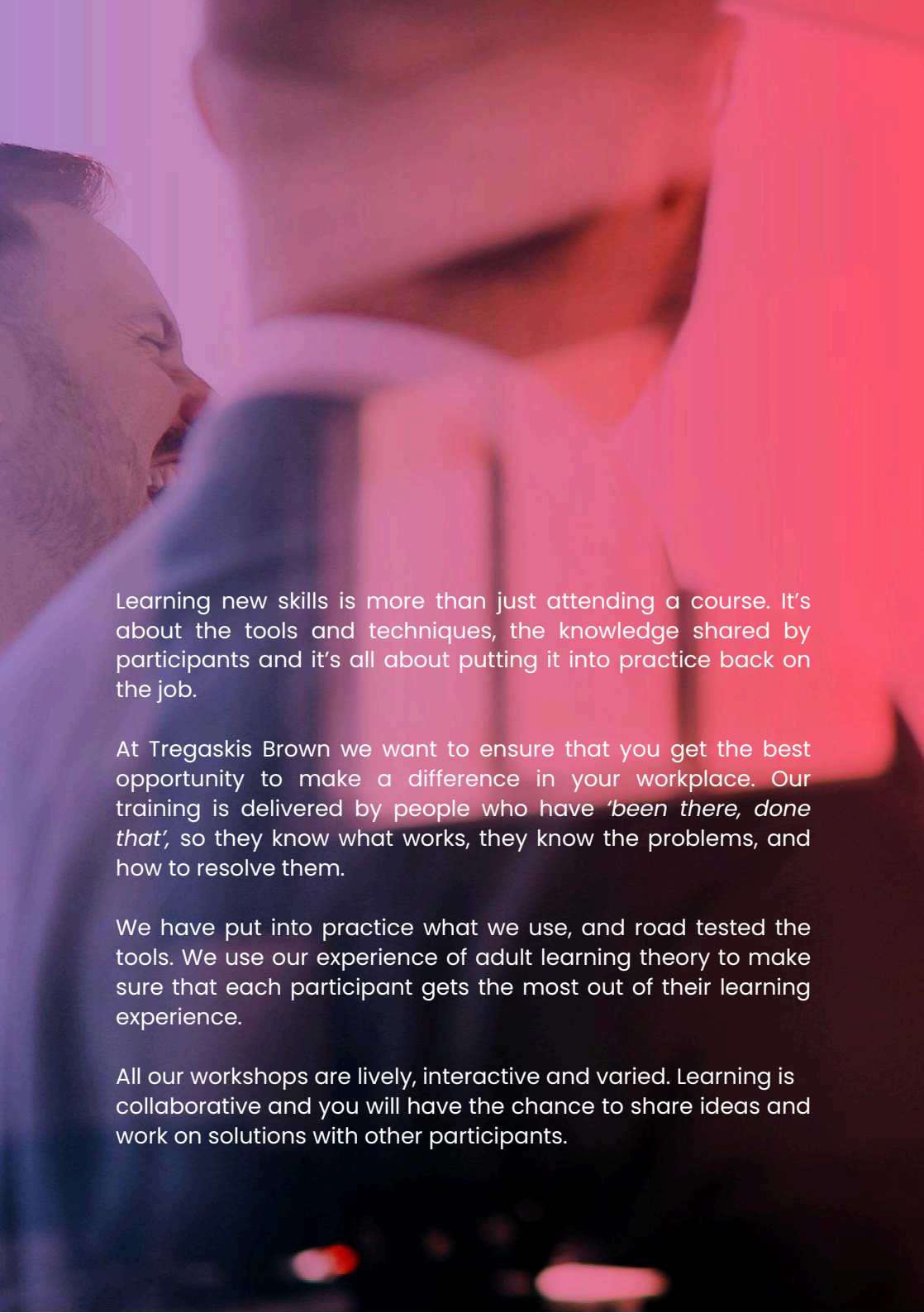


# Make a difference in your workplace

COURSES FOR ACTION



Tregaskis Brown Ltd  
*strategy to action*



Learning new skills is more than just attending a course. It's about the tools and techniques, the knowledge shared by participants and it's all about putting it into practice back on the job.






At Tregaskis Brown we want to ensure that you get the best opportunity to make a difference in your workplace. Our training is delivered by people who have *'been there, done that'*, so they know what works, they know the problems, and how to resolve them.

We have put into practice what we use, and road tested the tools. We use our experience of adult learning theory to make sure that each participant gets the most out of their learning experience.

All our workshops are lively, interactive and varied. Learning is collaborative and you will have the chance to share ideas and work on solutions with other participants.

## Courses

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**To find out about holding a course tailored to your organisation contact:**

[info@tregaskisbrown.co.nz](mailto:info@tregaskisbrown.co.nz)

04 499 9363

**To check out the next available dates visit:**

[www.tregaskisbrown.co.nz](http://www.tregaskisbrown.co.nz)



# Project Kickstarter

## THE PROJECT KICKSTARTER DIFFERENCE

Project Kickstarter is designed for time-poor project and business professionals to gain knowledge and create momentum for their projects or discrete pieces of work. It is packed with knowledge and practical examples for participants to easily implement in their day-to-day work.

## WHO WILL BENEFIT

This course is ideal for new and developing project managers, or those who are looking to bring more discipline to their work. It is designed to give participants opportunities to think about critical aspects of their projects, ensure they are focused on their goals, and the problems they're solving.

## COURSE MODULES

- Defining a project and understanding the typical project lifecycle stages
- Roles and responsibilities Practical takeaway tools and techniques for:
  - Robust planning
  - Effective stakeholder engagement
  - Important project controls (risk management, quality management, and project reporting)
- Leadership and soft skills essential to successful project management



“You want the flight attendant, not the pilot, to be an optimist.”

Bent Flyvbjerg, How Big Things Get Done

## LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Know what the fundamentals of a plan are
- Understand good principles of successful project management
- Be able to report on basic project assurance e.g. risks, quality
- Have confidence they can develop a sound plan Understanding what questions, they need to ask and what information they need to be successful

## INVESTMENT

In house up to 12 participants \$5,000 (excl GST)

## WORKSHOP DETAILS



Four-hour duration.



For current dates, please get in contact.



## Project Leadership

### THE PROJECT LEADERSHIP DIFFERENCE

Successful projects require excellent project leadership skills. However, many projects struggle because the project manager is thrown in at the deep end and the demands of project leadership are underestimated. A sound grasp of project methodology is important, but methodology alone is not enough. In our experience, it's the "soft" skills that are the hardest, and these are the skills that are often overlooked.

### IMPROVING PROJECT SUCCESS

Traditionally, investment in project leadership has taken a back seat to teaching project management methodology. The result is great knowledge about the science of project management, and a lack of understanding of the art, or human side of leading projects.

We also know that the challenges that come with project leadership are different to the challenges of line management. Therefore, generic leadership programmes are unlikely to help.

#### TOPICS

- The art and science of project management
- Traits of great project leaders
- Influence versus concern
- Stakeholder management
- Creating productive teams

#### WHO WILL BENEFIT

Project Leadership is aimed at people who are currently leading a project or workstream. It is ideal for business or technical people.



“Leadership is what separates successful projects from failures.”

ED WARD HOFFMAN, DIRECTOR OF THE N.A.S.A. ACADEMY OF PROGRAM AND PROJECT LEADERSHIP

## LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Identify then develop skills of project leadership
- Create a stakeholder management plan using the analysis matrix
- Construct a plan to create a productive team
- Delegate effectively
- Recognise successful project meeting procedures

## INVESTMENT

**In-house** course \$4,000 (excl GST)

## WORKSHOP DETAILS



2.5 hour duration.



For current dates, please get in contact.



# Project Essentials

## THE PROJECT ESSENTIALS DIFFERENCE

Project Essentials is a two-day workshop covering the nuts and bolts of managing a project successfully. It's a great way for you to build capability and confidence in this important role, and to use a consistent approach for projects. The course is lively, interactive and varied. Learning is collaborative and you will have the chance to share ideas and work on solutions with other participants. It makes project management real in the context of delivering change.


## WHO WILL BENEFIT

Project Essentials is perfect for business or technical people. Ideal for new project managers, those aspiring to be project managers or project team members.

## TOPICS

- What is a project and common reasons for project failure
- The project management lifecycle and processes
- Project management roles and responsibilities
- Project planning first steps: benefits, purpose, objectives, critical success factors and scope
- Stakeholder analysis techniques
- Product-based planning
- Sequencing and identifying tasks
- Estimating and producing a project schedule
- Understanding and using the Triple Constraints Triangle
- Project controls: risk management, reporting, quality control, managing issues and change
- Closing a project
- The traits of effective project leaders





“The p in ‘pm’ is as much about people management as it is about project management.”

CORNELIUS FICHTNER

## LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Apply the project management lifecycle and relate the roles and responsibilities
- Generate a project analysis and use planning techniques including product-based planning and project controls
- Describe stakeholder analysis and relationship management techniques
- Explain the leadership and people management requirements that are particular to projects
- Apply tools and techniques to manage and control a project through all its stages

## INVESTMENT

**Public** course \$1,400 (excl GST)

**In-house** course \$9,500 (excl GST) up to 12 participants

## WORKSHOP DETAILS



Two days.



For current dates, please get in contact.



## Project Co-ordinators

### THE PROJECT CO-ORDINATORS DIFFERENCE

This workshop will help you understand your important role as a co-ordinator or administrator for projects. You will work through the process of project management and identify when a co-ordinator can add value to the team and to project leaders. We will work through 'how' and 'why' techniques are used to provide assurance to the project leaders. It's not just about keeping documentation up to date, it is about knowing when things might be heading off track, working with the project manager to get a 'go to green' plan – getting the project back on schedule and within budget.

### WHO WILL BENEFIT


People who are in, or aspire to be, a project co-ordinator or administrator role.

### AN APPLIED LEARNING APPROACH

The course is lively, interactive and varied. Learning is collaborative and you will have the chance to share ideas and work on solutions with other participants.

### TOPICS

- The Why of Projects
- The project lifecycle
- Methodologies
- Project Structure
- RASCI
- Planning, Doing, and Closing Activities
- Successful Meetings
- Change requests
- Overview of Risk Management



“Expect the best, plan for the worst, and prepare to be surprised”

DENNIS WAITLEY

### LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Apply tools and techniques to assist the project manager
- How to have efficient meetings and record actions
- Understand the reasons for good risk management, good stakeholder tracking, and how to monitor spend, schedules, and changes.

### INVESTMENT

**Per participant** \$800 (excl GST)

**In-house** course \$4,750 (excl GST)

### WORKSHOP DETAILS



Four-hour duration.



For current dates, please get in contact.



## Facilitating for Results

***One of the most important sets of skills for leaders are facilitation skills.***

These are the “process and people” skills we use to guide and direct key parts of working with groups; usually in meetings, planning sessions, and problem solving workshops. The facilitator needs to shape and guide the process of working together so that the group meets the goals and accomplish what you’ve set out to do. While a group of people might set the agenda and figure out the goals, one person needs to concentrate on how you are going to move through your agenda; work from divergent views to convergent views and meet the goals effectively. This is the role that the “facilitator” undertakes. A facilitator helps groups do their best thinking.

### WHO WILL BENEFIT

People who are required to plan and workshop, facilitate the group processes and get action from the group. Managers or leaders who need to work in a collegial way to move a group through a problem or sticky situation, or to a decision or new ways of working.

### MODULES

GETTING THE FOUNDATIONS RIGHT	GROUP PROCESSES	PEOPLE SKILLS
The role of the facilitator and exploring group dynamics, planning considerations and engaging activities.	Four stages of group facilitation, models, tools and techniques, the SPO model, decision making for groups.	Listening and asking good questions, managing the group energy, handling resistance, engaging, involving and planning the workshops.



“Facilitation is a process with structure that enables effectiveness, impact and high-quality decisions as a team.”

PARINEETA MEHR A

## LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Apply the facilitation skills for group meetings
- Select and apply the best opening formats for introductions
- Plan the structure of a facilitated session
- Decide on which micro skills to employ to direct group work and action planning
- Describe difficult behaviour and select a method to minimise the impact
- Relate divergent and convergent thinking to your group

## INVESTMENT

**Half day** course \$850 (excl GST)

**In-house** \$5,000 for up to 12 people

## WORKSHOP DETAILS



Four-hour duration.



For current dates, please get in contact.

## OUR VIEW ON LEARNING

We know there is a variety of ways that people like to learn, it can be anything from a podcast, an online learning course, reading or discussion. We believe there is a great benefit to be had from facilitated learning – the class room style training that you may be familiar with.

Facilitated learning is based on the premise that the more responsibility a participant takes for his/her own learning, the more effective the training will be, and the more likely they are to apply it to their job tasks. We see the advantages as:

Participants use skills like synthesis and analysis – take a new concept, discuss it and apply to you their situation – evaluate how useful it is or how the technique needs to be adapted.

The participant is actively involved – training must be engaging and relevant, attendees can't sit back and listen passively. Learners interact with and learn from each other – there is enormous value in talking to others to see how they do things and to form networks for later support.

There is generally a useful number of learning materials, templates and instructions on how to put the theory into practice. Participants can work in an environment similar to that of other attendees and share experiences and knowledge. A variety of learning methods are used to keep up the engagement and interest levels of attendees.

To check out the next available dates:

[www.tregaskisbrown.co.nz](http://www.tregaskisbrown.co.nz)



To book on a workshop or programme  
or get more information about an in-  
house course:

**[info@tregaskisbrown.co.nz](mailto:info@tregaskisbrown.co.nz)**

**04 499 9363**



Building your people capability is a cornerstone of our service offering. We can help guide your thinking and deliver the foundations for change. However, sustaining the change relies on your people to maintain and improve the organisation over time.

To achieve this, we work with you to understand the level of capability required, the content, knowledge, skills and experience to achieve this and tailor the solution to perfectly fit and adapt to your needs.

This could include a combination of:

- Tailored content facilitated by one of our expert consultants.
- Providing content, guidance and support to your people to facilitate their development.
- One-on-one or team coaching, with specific performance targets and objectives. Assessment of individuals and/or team capability with development plans.

Please contact us to discuss your requirements.

**info@tregaskisbrown.co.nz**

**04 499 9363**

## **CANCELLATION POLICY**

If you can't attend, you may send a substitute attendee. Please advise us of the attendee's name as soon as possible. If you cancel between 10 and 6 days before the course start date, 50% of the fee will be refunded. If you cancel with less than 5 days' notice there will be no refund.





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