

The New Project Manager: Essential Skills for Success

Project Management
Geneva (Switzerland)
27 - 31 Oct 2025

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The New Project Manager: Essential Skills for Success

Ref: 3123_135449 **Date:** 27 - 31 Oct 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 Euro

Course Description

This intensive 5-day course is designed to equip new project managers with the essential skills and knowledge needed to successfully lead projects. Participants will learn fundamental project management concepts, tools, and techniques through a combination of theoretical instruction and practical exercises. The course covers the entire project lifecycle, from initiation to closure, with a focus on developing leadership and communication skills.

Learning Objectives

- Understand the core principles and processes of project management
- Develop skills in project planning, scheduling, and resource allocation
- Learn effective communication and stakeholder management techniques
- Gain proficiency in risk management and problem-solving
- Master the use of essential project management tools and software
- Develop leadership skills for managing project teams effectively

Course Modules

Day 1: Introduction to Project Management

- Project management fundamentals and terminology
- The project lifecycle and process groups
- Role and responsibilities of a project manager
- Project initiation and charter development

Day 2: Project Planning and Scope Management

- Creating a comprehensive project plan
- Defining and managing project scope
- Work Breakdown Structure WBS creation
- Estimating project costs and duration

Day 3: Time and Resource Management

- Developing project schedules
- Critical path analysis and float
- Resource allocation and leveling
- Using project management software for scheduling

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

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Day 4: Risk Management and Quality Control

- Identifying and assessing project risks
- Developing risk response strategies
- Quality planning and control techniques
- Change management processes

Day 5: Communication, Leadership, and Project Closure

- Effective communication strategies
- Leadership skills for project managers
- Stakeholder management and engagement
- Project closure and lessons learned

Practical Wins for Participants

- Create a comprehensive project plan for a real-world scenario
- Develop a risk management strategy for a complex project
- Design an effective communication plan for diverse stakeholders
- Successfully close a project and conduct a lessons learned session

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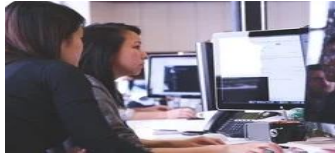
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Blackbird Training Category



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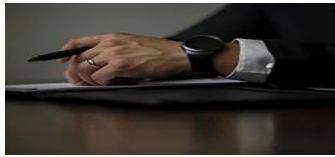
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