



# PROACTIVE PROJECT MANAGEMENT IN THE PUBLIC SECTOR

*Interactive seminar addressing the key competencies and requirements for proactive and effective project management executives*

**25<sup>th</sup> September, Cliftons Centre, Canberra**

## **KEY ISSUES TO BE ADDRESSED INCLUDE:**

- ❖ Principles and practicalities of proactive project management
- ❖ Performance measuring: What type of project management executive are you?
- ❖ Best practices of successful project managers
- ❖ Lessons learned and common project management pitfalls
- ❖ Risk and governance practices in project management
- ❖ Best practice industry approaches in project risk management
- ❖ Strategies to avoid bad practice
- ❖ A practical guide to scheduling and managing scope creep
- ❖ Adding value to the project through quality assurance
- ❖ Document control and procurement management
- ❖ Key requirements of proactive and flexible project management
- ❖ How to motivate yourself and your project team members to achieve positive outcomes
- ❖ How your personality and leadership style affects your project and your team
- ❖ Relationship between your emotional competency and your ability to be proactive in a project management scenario
- ❖ Key essentials in coaching and engaging the project team
- ❖ Strategies for getting the best possible outcomes for you and the project team
- ❖ Strategies for proactive project communication and communicating to influence
- ❖ Tracking the success and impact of project communication
- ❖ Strategies to work with various stakeholders to achieve the right project outcome
- ❖ Strategies for conducting effective project management meetings

**Who Should Attend:** Project Directors, Section Managers, Senior Project managers, Project Managers, Senior Project Officers, Program Managers, Program Officers and other Senior Executives interested or involved in Project Management

Organised by:

**LEARNING NETWORK SOLUTIONS**

T: (02) 9585 2304

F: (02) 9585 2094

E: [info@learningnetworks.com.au](mailto:info@learningnetworks.com.au)

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TO REGISTER**

**(02) 9585 2304**

## OVERVIEW OF THE SEMINAR

The merely traditional project manager understands the basic responsibilities of a project manager. The proactive project manager looks beyond this towards a more strategic and dynamic vision to achieve the project outcomes effectively. They view the project management processes from a proactive rather than reactive perspective. The proactive project manager is the one who has made the mental transition to apply his or her discipline and skills on a proactive and ongoing basis. Proactive project management hence breaks free from the routine project management methodology to a more dynamic and interpersonal approach.

Learning Network Solutions is proud to present this one day seminar that looks into how to be a proactive project management executive. Facilitated by two highly acclaimed and renowned experts, it will also address the applications of best practice in project management. It will discuss how emotional competencies impact the outcome of a project and how it leads to a strategic and positive relationship in a project management scenario. It will demonstrate how to link and direct the efforts of individual project team members with the overall success of the project, thus promoting teamwork, improving project team morale and creating positive working relationships in a project team.

It is developed for managers and officers responsible for or involved with project management. The seminar is interactive and delegates will be asked to get involved in various syndicate exercises during the course of the seminar. Places are limited and will be offered on a first come first serve basis.

### Program Agenda, Friday, 25<sup>th</sup> September

**8.00 – 8.50: REGISTRATION AND TEA ON ARRIVAL**

**9.05 – 12.05: Modules 1 and 2 will be facilitated by :**

**Ed Blow, MIEAust CPEng, Director, E & S CONSULTANTS**

#### MODULE1

#### PRINCIPLES AND PRACTICALITIES OF PROJECT MANAGEMENT

*This session provides you with a description of the underlying issues associated with Time, Cost, Scope, Risk, Integration and Procurement in the context of project management and a practical approach to addressing these issues in a cost effective and timely manner.*

The session will address the following specific issues:

- A methodology for managing timeframes, deadlines and schedules in a busy and fast moving environment and dynamic project scenario.
- A technique to recognise early warning signs so that the project team can focus on underlying threats to a project before these threats become issues.
- Project Management "Lessons Learned", illustrated using real case studies from different industries so that participants gain insight into common project management pitfalls.
- The project governance approach that facilitates industry best practice in project management process areas and increases the likelihood of project success in terms of cost, schedule and quality.

**10.10 – 10.30: NETWORKING TEA BREAK**

#### MODULE2

#### PROJECT MANAGEMENT TOOLS & MANAGING

*This session will provide an overview of the suite of project management tools that are available to support you in your project role:*

The session will address the following specific issues:

- The application of best practice to meet scope and avoid scope creep.
- A practical guide in choosing the right scheduling tool for the project.
- The application of industry best practice in risk management, and ways to avoid bad practice.
- A practical approach to quality assurance that adds value to the project
- A cost effective approach to document control.
- Best practice in procurement and materials management

**12.05 - 1.05: Lunch Served at the Venue**

**1.05 – 4.30: Modules 3 and 4 will be facilitated by:**

**Dominic Siow, BSc, MCom, DipPM, AIMM, Master Trainer and Peak Performance Expert, EQ STRATEGIST**

## MODULE3

### PROACTIVE & FLEXIBLE PROJECT MANAGEMENT – LEADING & MOTIVATING YOUR PROJECT TEAM

- Distinguishing between outcomes and outputs
- Identifying stakeholder’s expectations of success and quality
- Doing the right things and doing things right
- Instilling accountability and attention to results
- Keeping the team focused, engaged and committed
- Providing your team with effective coaching and feedback
- Performance measuring: What style of project management executive are you?
- How your leadership style affects your team
- How your emotional competency impacts your effectiveness and ability to be proactive in a project management scenario

#### 3.00 – 3.20: NETWORKING TEA BREAK

## MODULE 4

### PROACTIVE PROJECT COMMUNICATIONS – EFFECTIVE STAKEHOLDER ENGAGEMENT

- Identifying stakeholders
- Building relationship capital with your stakeholders
- Planning your communications
- Getting stakeholder buy-in
- Tracking the success and effectiveness of your communications
- Gleaning requirements and the hidden agenda
- How to conduct effective meetings and get the most from them

#### 4.45: CLOSE OF THE SEMINAR

## PROFILE OF YOUR FACILITATORS

Ed Blow is a chartered professional engineer with over 30 years of experience in project management, contract management, claims analysis and preparation, due diligence, dispute resolution and risk management in a wide range of industries, including defence, water and waste water, earth moving, power, oil and gas, mining, infrastructure, building services and construction, communication systems and information technology. Ed has held various engineering, senior management and directorship roles in Australian and international engineering companies. Ed has written and had published many papers on governance, project management, scheduling, dispute resolution, risk management, construction and mechanical engineering topics. He has presented at prestigious conferences in Australia, Asia, USA, Canada and Europe. Ed is listed in the Marques International Who’s Who in Science and Engineering 2008/2009, and is internationally recognised as an authority on project management and scheduling.

Dominic Siow is Principal of “EQ Strategist”, and is a highly regarded Speaker, Trainer, Facilitator and Coach. Dominic’s work has created profound change across both the public and private sectors across Australia and South East Asia. He brings a high degree of energy to his training and talks, where he combines a wealth of hands-on business management experience with his genuine passion for helping create extraordinary organizational cultures through its people. He is an expert in the area of Emotional Intelligence, Leadership and Communicating to Influence. Dominic holds a Master Practitioner’s Accreditation in NLP, a Bachelor of Science in Computer Science, Master of Commerce and Diploma of Project Management. In addition, he is certified in psychometric testing and a trained Life Coach.

#### PLEASE NOTE:

- ✓ Please forward this agenda to others in the group and take advantage of our generous team discounts
- ✓ Kindly inform us when you register if you have any special dietary requirements
- ✓ Kindly let us know if you need us to email you the location map for the conference venue

**\* REGISTRATION FORM \***

**PROACTIVE PROJECT MANAGEMENT IN THE PUBLIC SECTOR**

**1 Day Seminar: 25<sup>th</sup> September**

**Venue: Cliftons, Canberra**

\* To Register: Tel: 02-95852304, Fax: 02-95852094, Email: [info@learningnetworks.com.au](mailto:info@learningnetworks.com.au)

**INVESTMENT TOTAL (\$)**

- Register by 3<sup>rd</sup> August: \$799 +GST (\$878.9) – Super Early Bird Saver
- Register after 3<sup>rd</sup> August and before 18<sup>th</sup> August: \$ 899 +GST (\$ 988.90) – **Early Bird saver**
- Register after 18<sup>th</sup> August: \$999 + GST \$1098.90)

**1<sup>st</sup> Delegate**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

**2<sup>nd</sup> Delegate**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

**3<sup>rd</sup> Delegate**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

[For additional delegates please use a separate form or email us the details](#)

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Sign \_\_\_\_\_

\* Invoice shall be sent after receipt of the registration

\* Please quote invoice numbers for eft payments

\* Please make payment before the conference

Please debit my:      Visa      Amex      Master card      Bankcard

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

**DISCOUNTS – Only 1 discount applies**

\* Register 3 delegates and get a free pass for the 4<sup>th</sup> delegate.

\* Register 5 delegates and get free passes for 6<sup>th</sup>, & 7<sup>th</sup> delegates

\* Please contact us for a customised package for registering more than 7 delegates.

**Please note the above discount is in addition to the early bird discounts mentioned above**

**VENUE**

Cliftons Canberra, Level2, 10 Moore Street, Canberra ACT 2601.

Tel: 1800629088

**PRIVACY POLICY**

We do not have mailing lists. We do not send out hard copies or emails or faxes without the consent of the receiver.

**PROGRAM CHANGES**

We reserve the right to make changes in the program and the panel of speakers and the venue of the event.

**CANCELLATION POLICY**

Cancellations made 3 weeks prior to the event will receive complete refund. For cancellations done within 3 weeks of the program you are liable to make full payment and no refund can be made. We will issue you a credit note that could be used to attend any of our future events of the same amount. If event is not held due to any reason, our liability is limited to the event fee only. In any event our liability is limited to the event fee only

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**Office Address:** 511 Hurstville City Centre, 208 Forest Rd, Hurstville, NSW 2220

[www.learningnetworks.com.au](http://www.learningnetworks.com.au)

ABN: 2710734453

Code: S\*LNS