

Introduction to project management

Spring workshops 2010

In the complex world of modern social housing, effective project management skills are an essential part of any housing professional's toolkit.

From large scale projects such as implementing new IT systems down to smaller scale activities like setting up advice surgeries or running a rent arrears campaign, project management is in action every day.

This one-day course will focus on project management within a social housing context, and provide you with the practical techniques and skills that you need to deliver high-quality projects of any size, on budget, on time, every time.

WHAT WILL DELEGATES LEARN?

The key learning outcomes from this workshop are:

- The language and principles of project management
- How to plan a project
- How to control a project and deliver it on time, to the required quality and within budget
- Why projects fail and the features of a successful project
- How to report project outcomes and lead the project team to success.

WHO SHOULD ATTEND?

The course is suitable for people who are new to project management or working as part of a project team and will also provide an excellent 'refresher' for those with experience of project management.

OUR TRAINER

Tony Newman is a highly experienced PRINCE2-qualified project manager and a member of the Project Management Institute. Tony has extensive experience in managing projects and improvement planning in social housing, local government and the private sector.



Thursday 4 March 2010 | London
Tuesday 9 March 2010 | Birmingham
Thursday 11 March 2010 | Manchester

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How to book

- By phone:** Please telephone us on 0845 4747 004 (*and send this booking form as soon as possible*)
- By fax:** Fax us on 0845 4747 006 (*a fax transmission will secure a firm booking if places are available*)
- By post:** Complete this form and send it to: HQN Limited, Rockingham House, St Maurice's Road, York YO31 7JA
- Online:** For our online booking form, go to: www.hqnetwork.co.uk/forthcoming_events
- PLEASE DO NOT SEND ANY PAYMENT!** We will confirm your booking and send an invoice to you.



Who are we? HQN Limited is a housing consultancy and training company providing high-quality advice and support to councils, ALMOs, housing associations and other housing providers. Our subscription service, the Housing Quality Network, has over 750 members, who are kept up to date on policy and best practice via briefings, workshops and our electronic information bank. We also run specialist networks for practitioners on a range of housing issues and provide interim and project management services. To find out more, visit our website at www.hqnetwork.co.uk, or call us on 0845 4747 004.

Delegate fees The cost of this event is £250.00 for one delegate (plus VAT at the applicable rate).
Discounts are available on multiple bookings – £225.00 per delegate (two bookings) (plus VAT at the applicable rate).
£200.00 per delegate (three or more bookings) (plus VAT at the applicable rate).
The fee includes refreshments, lunch* and an information pack.

Please state which venue(s) you wish to book for (*tick boxes required*)

London | 4 March Birmingham | 9 March Manchester | 11 March

		Fee payable (incl. VAT)
Delegate name	Position	£ :
Email address		
Delegate name	Position	£ :
Email address		
Delegate name	Position	£ :
Email address		
To enrol additional delegates, please photocopy this form.		TOTAL £ :

Name of person making booking	Order no.
Organisation	
Job title	
Email address	Tel no.
Invoicing address	
Postcode	

Bookings: Bookings are subject to HQN Limited's conditions dated 23 February 2005, a copy of which can be obtained from our offices, free of charge.

Cancellations and substitutions: A full refund will be given if a cancellation is made 28 calendar days or more prior to the event, and a 50% refund if a cancellation is made 15-27 calendar days prior to the event. We regret that no refund can be given if a cancellation is made 14 calendar days or less before the event. Cancellations must be made in writing, and will be acknowledged by HQN Limited. There is no refund for non-attendance, but delegates may be substituted at any time.

Guarantee: As with all our events, our guarantee is that if a delegate attends this event and for any reason does not find it worthwhile, we will refund their delegate fee in full. To take advantage of this guarantee, the delegate fee must be paid in full prior to the date of the event.

* Please let us know if a delegate has any particular needs, including dietary, and we will do everything possible to meet their requirements.

Booking Form