



ExtraordinaryPM Essentials



Does your business need to brush up, refresh or harmonise its in-house Project Management Skills?

ExtraordinaryPM Essentials is a specialist tailor-made programme for your organisation that focusses on the fundamentals of Project Management and delivers an overview of core tools and techniques.

Equally suited to people new to Project Management or as a practical refresher for more experienced PMs, The **ExtraordinaryPM Essentials Programme** is built on a wealth of experience and expertise.

Essentials will guide your people through the core foundations of project management, introducing a variety of different tools and techniques appropriate to each stage of a project's lifecycle, and explores when, where and how to use them.

Essential Learning

Broken down into 10 modules, each project management tool is introduced via interactive presentations and team discussion, group mentoring and then demonstrated through the use of a number of real life examples and case studies. Employee learning is then further embedded with participants actively encouraged to put these concepts into immediate practice within their normal every day working environment.

Essentials shared learning experience helps not only build an individual's confidence, it also helps to create a common project management approach and collective language across your entire organisation.

Course Benefits

- ✓ Improves in-house project management abilities, technical upskill and enhanced leadership skills
- ✓ Applied, real life Project Management training that can be put into immediate action in the workplace
- ✓ Builds capacity and capability across the team; delivering enhanced efficiency and effectiveness for your business
- ✓ Encourages improved collaboration, a strong business culture and confidence building
- ✓ Instils a common process, approach & language across your organisation

Programme Overview

What is it?

ExtraordinaryPM Essentials is a specialist training programme, tailored to your organisation's corporate positioning and strategy, that focusses on the core fundamentals of Project Management and delivers an overview of core tools and techniques that can be employed across your business.

Who is it for?

Essentials is equally suited to those new to the world of Project Management; those who are already experienced and in need of a refresher; non project managers whose day-to-day job involves running and delivering projects; Project sponsors and / or stakeholders recently tasked with these responsibilities; and / or Transformational Directors and C-Suite members looking to engage fully in their organisation's project management culture and community.

What's involved?

We provide training, mentoring and feedback calls with your team members via Zoom.

This allows for multiple sites to be involved in the same training, at the same time, and therefore enabling increased collaboration between different locations.

Alternatively, we can also offer on-site sessions if preferred.

How does it work?

In each of the 10 x 90-minute seminars, we share with you a structured approach and process that will give you and your employees all the tools and templates needed to successfully manage projects.

We provide you with all the materials, tools and templates to ensure a full appreciation of each technique, and the when, where and how to use it.

Access to course materials via the **ExtraordinaryPM Hub** (available 24/7).

All online sessions will be recorded and made available within 24 hours of the session.

We have found that by spacing these sessions (running 1 session per week), it allows an opportunity for delegates to put their learning into actual practice between sessions resulting in a far greater impact of the course.

How much does it cost?

Prices are subject to your specific requirements and are available on application.



Don't just take our word for it

We recently ran the **Essentials** course with the transformation team at **The International Airport in the Maldives**.

Working with Jon Broadhead, veteran transformation leader with over 30 years experience leading major international capital projects in the aviation industry, in his current role as Chief Development Officer.

On completion of the programme, Jon gave us these incredible testimonials and feedback;

"5* rating across the board for relevance, materials, logistics and overall course experience"

"An excellent overview of best practice tools and techniques for new practicing PMs"

"Great interaction. Very well tailored to our new project governance process"



ExtraordinaryPM Essentials is in the process of being assessed to become CPD accredited



Programme Modules

The ExtraordinaryPM Essentials

programme trains your staff on the key principles of project management, covering a variety of different tools and techniques appropriate to each stage of a project's lifecycle.

The programme is broken down into 10 modules as indicated opposite.

For more information and a full breakdown of all the learning outcomes and the topics, tools and techniques covered, please refer to the course synopsis.

Module Themes

- 1 Getting a project started
- 2 Describing the project
- 3 Scope and the Work Breakdown Structure
- 4 The Project Management Plan
- 5 The Project Schedule – how to communicate & work with it
- 6 Risks, assumptions and issues
- 7 Governance and change control
- 8 Leadership and team management
- 9 Stakeholder management, sponsors and managing conflict
- 10 How to be an Extraordinary Project Manager

ExtraordinaryPM Mastery

*And once you have **Essentials** under your belt, how about turning your attention to a bit of **Mastery** ...*

Our **ExtraordinaryPM Mastery Programme** delivers an extensive and in-depth learning experience, enabling you to master multiple tools and techniques to successfully manage real world projects and situations.

A 5-month, CPD-certified programme of interactive webinars, mentoring sessions and coaching through real life scenarios, **Mastery** is a fully immersive experience that will take you all the way to project and programme excellence.

Structured around the **5T's Framework of ExtraordinaryPM**, which focuses on the five interlinking key areas of delivery: **Target, Terrain, Tribe, Time** and **Thrive**, the course delves deeper into the "Why" and "How" of project management, as opposed to just the "What".

"This course does not just show you how to run projects; it teaches you how to live and breathe them!"

Mastery Alumni Member, Stewart Adamson

www.extraordinarypm.com/mastery



What makes our approach so successful?

- 🕒 **ExtraordinaryPM's** courses are based on extensive, real-life hands-on project management expertise
- 🕒 Rich with tools and insights that are relevant to project managers and non-project managers alike
- 🕒 Sessions are delivered using a deliberate variety of teaching and mentoring techniques
- 🕒 Access to resources that are not found in the traditional PM library
- 🕒 Sessions can be run out of normal office hours and on platforms such as Zoom
- 🕒 Available courses include **ExtraordinaryPM Mastery Programme, ExtraordinaryPM Essentials** and the **ExtraordinaryPM ChPP Group Mentoring Programme.**



Who is ExtraordinaryPM?

Marion Thomas is the driving force behind **ExtraordinaryPM**. As a Chartered Project Professional and a Fellow of the Association for Project Management, Marion's main aim is to raise the profile and standing of project management as a qualified profession.

The range of **ExtraordinaryPM** programmes available today was born from Marion's boundless energy and enthusiasm for her profession, and expertly developed by combining her extensive cross-sector expertise with leading-edge learnings and techniques in leadership and people skills.

On top of her substantial project management credentials, Marion has invested heavily in developing her own skills in leadership and coaching and is also a Certified Co-Active Coach.

Marion leads a team of highly experienced project managers who assist in the development and delivery of the **ExtraordinaryPM** programmes and she is also supported by a small team of specialists and doers on the business side of things, affectionately referred to as the "**ExtraordinaryPMHQ**".

What makes us so different?

Built upon decades of hands-on project experience and real-life know-how gained from across a variety of different sectors and industries, **ExtraordinaryPM** is all about applied leadership. We focus our teaching on practical applications and support this with an extensive knowledge of a wide range of management and project delivery tools. By sharing our learnings and experiences with you, we enable you to think differently, be intentional in your approach and to use a blend of tools and techniques to achieve leadership and delivery success.

Managing the rich mix of people and relationships that you are likely to encounter in most projects is not easy, which makes project management in the real world demanding, frustrating, and often stressful – but never dull! We have lived and breathed these challenges for over 30 years, so we've specifically designed each of the **ExtraordinaryPM** programmes to help you to develop the essential project management and delivery skills that you need to become extraordinary!

What matters to us?

Our Purpose 	Our Vision 	Our Values 
<p>We want to leave a legacy in the world of project management, by elevating people and leadership skills to hold equal importance alongside the technical skill set traditionally held by project and programme managers. As experienced project professionals, we know that while technical skills are essential, it is ultimately people that deliver projects.</p>	<p>To inspire fellow project managers to develop essential skills that will not only empower them to grow in their role, but also enhance their professional reputation.</p> <p>To deliver a project management ethos synonymous with leadership skills and a people-focused approach.</p> <p>To be the go-to "applied approach" for achieving project management excellence.</p>	<p>Always Curious in our ethos and approach</p> <p>Building a strong Community</p> <p>Providing Authentic mastery and insights</p> <p>With focus on Simplicity and ease of Understanding</p> <p>Nurturing individuals to realise their full potential.</p>

For more information visit www.extraordinarypm.com or email info@extraordinarypm.com

