Project Management 101

Be the project team that wows the rest!

Project Management 101: From Basics to Brilliance

Most people running projects in your organization were never trained to. They picked it up by trial and error, usually under pressure, and often while doing their usual job at the same time. The result is projects that start well and drift: deadlines slip, budgets creep, and nobody quite knows who's accountable for what until it's too late to fix cheaply.

This workshop gives your people a simple, repeatable framework for planning, running and delivering projects properly, on time and on budget, whether they're managing something small or something that touches the whole business.

A fully customizable session

We recommend:

In-person or online | 6hrs | Up to 20 people

What you'll learn & do

This workshop empowers your teams to:

- Build a real project from scratch, using your own current or upcoming work, not a hypothetical case study
- Plan, estimate, budget and cost with a framework you can reuse on any project
- Spot and manage risk early, before it becomes expensive
- Handle the people side: stakeholders, project teams and clear communication under pressure
- Use AI to track progress and flag risk, without adding extra admin

94% of participants would recommend our workshops

Who is this workshop for?

- People managing projects alongside their day job, with no formal training
- L&D or HR leads needing a practical, accessible intro, no qualification required
- Managers of specialists, coordinators or team leads expected to deliver but never equipped to
- Teams who want to work on a real, current project, not a case study

What this workshop offers

- **Learning by doing.** 50% group training and discussion, 50% individual at-desk implementation and support.
- **A framework built on the day.** Everyone leaves with a repeatable process for planning and delivering projects, not a folder of theory to apply later.
- **A format that fits.** One full day, in person or live online split over 2 days, for up to 20 people.
- **AI as an ally.** Practical ways to use AI for tracking progress and flagging risk, without adding noise to how the team already works.
- The experience of a **highly experienced Ninja** who is a former Project Manager and Project Director on high value projects and programs

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What you'll do

You'll work through the full lifecycle of a project using something you're actually delivering right now, not a fictional scenario. That starts with scoping and planning: getting clear on outcomes, timelines and budget before work begins. From there you'll build in risk analysis, so problems get spotted while they're still small and cheap to fix, and cost and time estimation that holds up once real life gets in the way.

Because projects rarely fail on the technical side, a good chunk of the day is spent on the people side: how to bring stakeholders with you, how to communicate progress (and setbacks)

clearly, and how to keep a project team motivated when the pressure's on. You'll leave with a plan you can put into action immediately, not a set of ideas to revisit when things quieten down.

What happens when project management works

When teams learn a repeatable way to plan and deliver, everything changes:

- Deadlines and budgets hold, because risk gets spotted early instead of discovered late
- Accountability is clear from the start, not sorted out after something's gone wrong
- Stakeholders stay aligned, instead of being managed reactively when things get difficult
- Projects stop depending on one person holding it all together

Aspect Capital

"The workshop was comprehensive, interactive, and interesting."

Zizi Malik

Benefits & results

Participants leave with a practical framework they can immediately apply to a live project. But the wider benefit is that they begin approaching delivery in a more consistent, structured and proactive way.

When more people understand how to scope work properly, manage stakeholders effectively and identify risks early, projects become less dependent on individual experience (or heroes!) and more likely to deliver the outcomes the organization needs.

What your organization gets

More reliable project delivery

Projects are planned more effectively from the start, reducing the likelihood of missed deadlines, unexpected costs and last-minute firefighting.

Greater visibility and accountability

Roles, responsibilities and decision-making become clearer, helping teams identify issues sooner and take ownership before problems escalate.

Better collaboration across teams

People gain a shared approach to managing projects, making it easier to coordinate work involving multiple stakeholders, departments and priorities.

Increased organizational capacity for change

Instead of relying on a handful of experienced project managers, more people develop the confidence and capability to lead projects successfully, helping the organization deliver strategic initiatives more consistently.

CPS

"I have done project management all of my working life. I just didn't know that I could legitimately call it that until today."

Paula Shakespear

Why it matters

Most organizations depend on projects to deliver change, whether that's implementing new systems, improving services, launching initiatives or responding to new challenges.

- When project management capability is inconsistent, delivery becomes harder to predict. Teams spend more time reacting to issues, stakeholders lose confidence and valuable effort gets absorbed by avoidable problems.
- By giving people a practical and repeatable approach to planning, communication and delivery, organizations build stronger foundations for executing change and achieving their priorities.

“"The workshop was tightly focussed and I got to work on a real world project so this wasn't a day stuck in a training session. This was a day with an expert guiding me through how to run my project, so it was incredibly useful.""

Wellcome Trust

Your workshop. Your way.

We recommend a **full day** workshop for a team of up to **20 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

Formats

In-person | Online

Group size

Recommended: up to 20 people | Large group: speak to us

Duration

Full day: 6 hrs or split across two days | Condensed: 3 hrs | Keynote: 2 hrs