€TRAINING

Program Management Skills

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Introduction:

Program management is the process of managing multiple related projects to achieve a common goal. It is a complex and challenging task, but it is essential for organizations that want to deliver complex projects successfully.

This training course will provide you with the skills and knowledge you need to be an effective program manager. You will learn about the program management life cycle, the different roles and responsibilities of program managers, and the various tools and techniques that can be used to manage programs effectively.

Course Objectives:

At the end of this course, the participants will be able to:

- Define program management and explain its importance

- Identify the different phases of the program management life cycle

- Describe the roles and responsibilities of program managers

- Apply various program management tools and techniques

- Develop and implement a program management plan

- Risk management tools and techniques

- Program management tools and techniques

- The role of the program manager

Targeted Audience:

- Project managers

- Program management assistants

- Portfolio managers

- Business analysts

- Functional managers

- Other professionals who are involved in the program management process

Course Outlines:

Unit 1: Introduction to Program Management

- What is program management?
- The importance of program management
- The different types of programs
- The program management life cycle

Unit 2: The role of the program manager

- Leadership skills
- Communication skills
- Risk management skills
- Change management skills
- Risk management tools and techniques
- Change management tools and techniques

Unit 3: Developing a program management plan

- Defining the program scope
- Identifying program stakeholders
- Assessing program risks
- Developing a program schedule
- Developing a program budget

Unit 4: Executing and monitoring a program

- Communicating with program stakeholders
- Managing program risks
- Managing program changes

- Tracking progress and making adjustments

Unit 5: Closing out a program

- Delivering the program deliverables

- Transitioning the program to operations

- Evaluating the program's success