



## Taking You from Front Line Manager to CEO

### **Project Management for Non-Profit Organisations**

#### **Introduction**

Welcome to our 2010 *Project Management for Non-Profits* workshop, provided by John Coxon & Associates. This information kit provides you with details on the program, material covered, how the program will be delivered, dates, times and locations.

This workshop has been designed to provide you with the strategies and skills to manage your project or program in a stress free and effective manner.

#### **Program Outline**

Project management is a structure process, it has a framework and a set of strategies and tools which are well developed and been honed through years of experience. This structure can be applied to all projects, large or small. In applying this process you can be assured of achieving the outcomes desired off your project.

Participants in this workshop will be able to:

- ✓ Understand and follow project management processes
- ✓ Develop an effective project plan
- ✓ Identify and manage project risks
- ✓ Implement a stakeholder communication process
- ✓ Evaluate project outcomes
- ✓ Provide project leadership

#### **Workshop theme and content**

This workshop has been designed for those working in human services organisations where the focus is on relationships rather than technical equipment or computer software. While you will look briefly at planning software options, it will be only an overview, a greater focus is on developing planning and communication strategies. This is an entry level workshop for those new to project management, program managers, business enterprise managers and senior managers seeking to gain an understanding of project management processes.

Throughout the workshop you will:

- Gain an understanding of a project management framework
- Learn how to develop and build an effective project plan
- Understand the role of the project manager
- Develop a process for identifying and managing risk
- Develop a process of stakeholder communication
- Learn to apply a range of practical strategies and tools
- Learn how to evaluate your project or program
- Develop the ability to apply effective project leadership

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### **Follow up coaching**

Included within your workshop fee is one hour of telephone coaching with John Coxon to help you implement the ideas you have taken from the seminar. John makes contact with you about four weeks after the workshop to discuss any issues you may be experiencing and talks through potential strategies.

### **Effectiveness review**

Two months after the workshop a survey questionnaire will be sent to you and your approving manager. The purpose of the survey is to provide feedback on how beneficial the course material has been, how it has helped you with managing your project and how your employer has benefited from their investment in the workshop.

### **Brief outline of topics**

*Leadership* ~ Regardless of the title given to those responsible for projects, the role is one of leadership. Often those leading projects are required to guide others through a process. The project manager needs to lead. An understanding of leadership and an application of effective leadership competencies is at the heart of effective project management.

*The role of project manager* ~ in this session we will identify the role of those responsible for the implementation and outcomes of a project. We discuss the expectations of others on you as a project manager and how to work within those expectations. We discuss what it is project managers do, and shouldn't do and strategies for ensuring you are able to perform your role.

*Creating a project culture* ~ we briefly touch upon the aspects required to create an effective culture for project management. This part of the seminar is actually an introduction to a further seminar we offer senior management. The right culture is critical to successful project implementation.

*A project management framework* ~ we will provide you with a framework within which to manage your projects. This is a proven and demonstrable framework which will ensure you are able to manage every aspect of your project irrespective of its size or complexity.

*Key questions* ~ we will identify the key questions that drive your project and how being able to answer those questions will move your project out of the starting blocks and off down the home straight.

*Creating a project plan* ~ this is the engine room of your project, it all succeeds or fails at this point. We will identify the key elements of an effective project plan and outline the impact a poorly prepared project plan will have on your project. We will show you how to construct your own project plan.

*Identifying deliverable outcomes* ~ this is easy, someone tells you to achieve such and such – yeah right! There is a lot more too identifying outcomes than simply taking someone else's directions on board. All stakeholders have expectations and you need to know what those are. In this session we will outline the key steps involved in identifying deliverable outcomes.

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*Planning and scheduling techniques* ~ this session focuses on a series of planning tools, some are easy to use, others like creating Gantt charts take a little more practice; again we will show you some techniques to simplify the process.

*Communicating with stakeholders* ~ this is a key responsibility of those managing projects and one that in our experience is not applied sufficiently well with the result that stakeholders become disillusioned and overly critical. We will identify the key elements of an effective communication process and discuss a number of techniques you can apply immediately to improve your communication.

*Project Management tools* ~ in this session we will identify for you a variety of practice, easy to use, tools that will help you manage your project. Many of these tools will be made available to you as templates, able to be used immediately.

*Effective teamwork* ~ project managers are team leaders, whether it be a team of one or one hundred. Often their team members are drawn from other teams. The project manager doesn't actually manage the team, they lead the team. A good team delivers your project; a poor team destroys your credibility. The key to leading a successful team is in the hands of the project manager.

*Evaluating your project* ~ in reality this should be the first topic we discuss in the seminar rather than the last, because you have to know where you are going in order to evaluate when you have arrived. You have to know from the beginning what the end result will look like so that you will know when you have achieved the desired outcome. We will identify how your evaluation process is tied into your project plan and how it is essential to your next project.

### Agenda

- 9.00am: Introduction to workshop contents
- 9.30-10.00am: Introduction to participants/share project battle stories
- 9.30-10.00am: How do you want others to view your project leadership?
- 9.30-10.00am: Self rating exercise on project management abilities
- 10.00-10.30am: Project Management framework, structure and processes
- 10.30am: Morning Tea
- 10.45am: Continue project management framework etc
- 11.00-11.15am: A good project management culture
- 11.15-12noon: How to develop an effective project plan
- 12.00-12.30: Stakeholder communication strategies
- 12.30pm: Lunch
- 1.15-1.45pm: Managing project risks
- 1.45-2.00pm: Evaluating your project outcomes
- 2.00-2.30pm: Small group discussions on your own projects
- 2.30pm: Afternoon tea
- 2.45-3.15pm: Strategies, techniques & tools
- 3.15-3.45pm: Developing a project team
- 3.45-close: Q&A related to own projects

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### This workshop comes with:

- Facilitation by an experienced project manager
- Small, high participation groups
- Comprehensive resource material
- Project management templates
- Opportunity to resolve issues related to existing projects
- Morning and afternoon tea
- Certificate of completion
- Follow up telephone coaching session

### Workshop Locations

<b>Auckland</b> May 26th	Rydges Hotel, Cnr Kingston & Federal Streets.
<b>Dunedin</b> July 26th	Venue to be advised
<b>Wellington</b> October 26th	James Cook Hotel, The Terrace.

### Your investment

Workshop fee is \$295.00pp excluding GST. Registration must be made using the registration form. This form is available for download from our website or by emailing a request for a copy. Your employer will be invoiced upon receipt of the registration form. Included within your registration fee is the workshop, comprehensive resource material, certificate of participation, follow up coaching, and morning/afternoon tea on the day.

### Group Discount

Where two or more people register for the same event a further 10%pp discount will be applied to the price.

### Cancellation

Cancellations received up to fourteen working days prior to the workshop are refundable, less a \$99.00 (inc gst) service charge. After that, cancellations are subject to the full workshop fee. Please note that if you don't cancel and don't attend your employer will still be invoiced for payment. Substitutes may be made at any time. In the event a scheduled event is cancelled by John Coxon & Associates all prepaid fees will be refunded in full.

### Benefits

There are a number of benefits to be gained from attending this workshop.

#### For your employer

- You will be able contribute more to the success of the organisation
- Project outcomes will be achieved with less wastage and cost overruns
- The organisations credibility will be enhanced with funding bodies
- Resources will be allocated in a cost effective manner
- Teams will communicate and collaborate more effectively

#### For yourself

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- You will enjoy your work more
- Your stress levels will reduce
- You will gain greater satisfaction from your work
- You will be more valued for your contribution
- You will become more employable

### **Satisfaction Guaranteed**

If at any time during the course of the workshop you come to me and state that you have not learned anything helpful or useful I will refund your workshop fee immediately, no questions asked.

### **Workshop Facilitator**



Your facilitator for this workshop is John Coxon. John is a management consultant, management coach and project manager working in the health and not-for-profit sectors throughout Australia and New Zealand. In a previous role John is was the project manager for an Australian not-for-profit organisation known as Community Southwest Ltd where he guided nine not-for-profit organisations through a strategic process of working together in a more cooperative manner to share information and resources. John also coaches managers within the health and not for profit sector, helping them develop management competencies. John provides leadership and management consulting to management teams and managers in the health sector and not for profit sector.

As the project manager for Community Southwest, over a three year period, John was responsible for the implementation of a strategic plan developed by the group members. This involved guiding the group a process of creating four centres of excellence, based around purchasing, human resources, information technology and research. The aim of each centre of excellence is to create and deliver a variety of services on behalf of and to the group members. The outcomes to date have included significant cost savings due to the implementation of a preferred supplier process; reduced human resource costs due to the implementation of a group training calendar, improved productivity through sharing of information, ease of access to information, also resulting in greater collaboration and cooperation between group members.

As project manager John's role was to plan the project, identify the resources needed, supervise staff, allocate resources, maintain the communication process and monitor the effectiveness of the project.

As presenter, John shares with you the combined knowledge of more than thirty years experience in the workplace across a wide variety of experiences, he shares with you his experiences, in real time, using real examples, of project management and management in general.

Post your registration form to –  
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Victoria, Australia.

Alternatively you may email your registration form.

### Contacts

For further information please contact

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### 2010 Workshop **Project Management for Non-Profits** Registration Form

**Please print or type** (copy and use separate form for each person)

Mr/Ms/Miss/Mrs: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ A.H. \_\_\_\_\_

Fax: \_\_\_\_\_

Name of approving manager: \_\_\_\_\_ P/O # \_\_\_\_\_

Venue/date of seminar you plan to attend: \_\_\_\_\_

Should your employer be paying please do not send payment, your organization will be sent an invoice. Seminar fee is \$295.00pp exc gst. A discount of 10% applies when two or more people from the same organization attend the same seminar. Registration fee includes seminar, resource manual, follow up coaching, certificate of participation, morning/afternoon tea on the day.

Have you completed your registration form yet? If so, thank you. Please reserve the dates in your diary now. Seminar places are restricted.

Post this registration form back to John Coxon & Associates at the address below or email form to [john@johncoxon.com.au](mailto:john@johncoxon.com.au)

**Cancellation Policy.** Written requests for registration refunds must be postmarked or emailed 2 weeks prior to the commencement date and then will be refunded less a \$99.00 processing fee. Cancellations received within 2 weeks of the commencement date will not be refunded although the registration can be transferred to another participant for the same workshop. No refunds are given for no-shows.

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