








# A Project Management System for a Better Quality of Teaching

By Alessandro Pumpo

## Course details

-  One week course
-  Starting from 480€ (Cultural activities included)\*
-  Min. 4 - max. 14 participants
-  Certificate of attendance included (80% of attendance required)
-  Available in Barcelona and Istanbul

\* A 60 € late registration fee will be applied if you register less than 8 weeks before the course start date.

## Course description

An increasing number of schools has acknowledged the effectiveness of project work to better organize school and to support the achievement of learning goals.

However, managing a project involves many different aspects and teachers are not always aware of how to make the best out of helpful, user-friendly tools, which are widely available nowadays to simplify project work.

If you are managing a project, you have to determine tasks, create a schedule, allocate resources, and identify risks. How can you successfully track all those different aspects of a project?

Project management systems are there to help you.

Through project management systems, educationists can communicate and collaborate more effectively to improve the quality of learning activities and to make them more interactive and enjoyable.

In this course, participants will learn how to discuss education-related matters, share their knowledge, suggest ideas, and thus devise great strategies and solutions faster.

Participants will be involved in practical activities using project management tools and will realize how they enable the precise description of the diverse duties in a team, which makes the execution of the tasks consistent with the designed plan.





Attendees will also explore how the progress of projects can be tracked in order to successfully achieve project-specific objectives.

By the end of the course, participants will feel confident to exploit of the potential of project management systems to better connect, communicate and collaborate.

They will have devised effective ways to improve the standard of teaching, which promotes equal opportunities to learn, grow and excel for everybody.

Exploiting project management systems, they will have designed ready-to-use solutions which can lead to a successful culmination of work within their educational communities and classes.

## Learning outcomes

The course will help the participants to:

- Become self-aware of their role as teachers and what it means to be part of a bigger team;
- Reflect on and refresh their approach to teaching, while learning to maximize their strengths;
- Practice effective communication techniques, as well as experience the usefulness of management tools;
- Conduct project planning activities that accurately forecast project costs, timelines, and quality;
- Implement processes for successful management of resources, communication, risk, and change;
- Demonstrate effective project execution and control techniques that result in successful projects;
- Use organizational leadership and organizational skills for managing projects, project teams, and stakeholders.

## Tentative schedule

### Day 1 – Introduction to the course and to Project Management

- Introduction to the course, the school, and the external week activities;
- Icebreaker activities;
- Presentations of the participants' schools.
- Project Management foundations: impact on education and participation;





- Slides presentation, case studies, and practical group activities.

## **Day 2 – Project organization**

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- Project initiation and planning, leading project teams;
- Group discussion and focus group.

## **Day 3 – Communication and Collaboration**

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- Communication tools, marketing;
- Stakeholders, Partnerships and Fundraising;
- Managing multiple initiatives and cooperation.

## **Day 4 – Software application**

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- How to use software to update project GANTT charts as the project progresses, how to read the resulting charts, and how to develop changed project plans;
- How to develop “soft” managerial and leadership skills.

## **Day 5 – Intro to project management tools**

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- Various Projects management tools: where to find them and how to use them;
- Case studies and group practical activities.

## **Day 6 – Course closure and cultural activities**

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- Course evaluation: round-up of acquired competencies, feedback, and discussion.
- Awarding of the course Certificate of Attendance.
- Excursion and other external cultural activities.

\*The schedule describes likely activities but may differ significantly based on the requests of the participants, and the trainer delivering the specific session. Course modifications are subject to the trainer’s discretion. If you would like to discuss a specific topic, please indicate it at least 4 weeks in advance.

Our courses usually include two cultural activities. Further information is available on the webpage of each course location.





## About the provider

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