London TDM

Project Management Training Courses

Course Venue: United Kingdom - London

Course Date: From 19 October 2025 To 23 October 2025

Course Place: London Paddington

Course Fees: 6,000 USD

Introduction

Effective time management is critical for project managers who are tasked with the responsibility of delivering projects on time and within budget. This 5-day course is designed to provide project managers with the necessary skills to manage their time more effectively, increase productivity, and improve project outcomes.

Objectives

- Understand the key principles of time management and its importance in project management.
- Identify personal time-wasting habits and learn strategies to overcome them.
- Develop a structured approach to planning and prioritizing tasks.
- Enhance delegation skills to optimize team performance.
- Utilize various tools and technologies to streamline project management workflows.

Course Outlines

Day 1: Fundamentals of Time Management

- Introduction to time management and its relevance to project management.
- The cost of poor time management in projects.
- Identifying time management challenges and causes.
- Key principles and techniques of effective time management.
- Setting achievable goals and objectives.

Day 2: Prioritization Techniques

- Understanding importance vs. urgency in task prioritization.
- Utilizing the Eisenhower Box for decision-making.
- Setting priorities aligned with project goals.
- Developing a priority-based project workflow.
- Exercises and real-world application scenarios.

Day 3: Planning and Scheduling

- Developing a comprehensive project plan.
- Crafting a realistic project schedule and timeline.
- Using Gantt charts for effective scheduling.
- Setting milestones and deadlines to manage progress.
- Time management in agile project environments.

Day 4: Delegation and Team Management

- The role of delegation in effective time management.
- Identifying tasks suitable for delegation.
- Building a reliable team for project success.
- Delegation techniques for optimal performance.
- Overcoming barriers to successful delegation.

Day 5: Tools and Technology for Time Management

- Overview of time management tools and software.
- Leveraging technology to streamline workflows.
- Exploring project management tools for scheduling work.
- Automating tasks to save time and effort.
- Case studies and tool selection criteria.