

Bridge to Project Management

Building Language, Intercultural and Workplace Essential Skills

Dates October 8, 15 and 22

Time 8:30 am to 4:30 pm

Location Manitoba Room, 14920 118 Avenue NW, Edmonton

Cost \$650 plus GST (for all workshops and online modules)

Course overview

This course helps ESL employees gain project management skills through a focus on language, intercultural and workplace essentials skills. The course consists of four online learning modules (these can be done at home) and four full-day workshops. You will explore project management concepts that can be applied to any job by moving through the phases of a project.

Content includes:

Project Fundamentals and Initiation

Build an understanding of basic project parts. Begin to look at the cultural aspects of power while developing strategies to engage in workplace meetings more effectively.

Planning the Project

Explore the elements of project management looking specifically at the planning phase. Understand cultural influences related to motivation and develop strategies for speaking up at work.

Project Execution

Look at typical problems encountered while managing projects. Learn to resolve conflict and ensure better understanding through improved communication strategies.

Monitoring and Project Closure

Examine the completion of the project cycle and look at workplace relationships and perspectives. Continue to build communication skills with a focus on improving how you present information to a group. Finish by examining the final reporting required to complete a project.

Graduates of this workshop have gone on to get their Project Management Professional (PMP) Certification.

Target audience

ESL employees interested in improving their language, intercultural and essential skills related to project management. This course is for those who are leading a project, part of a project team or hoping to gain more responsibility in the workplace.

Learning goals

- Learn the many pieces of a project and begin to understand how to manage it
- Explore the differences in workplace culture for newcomers
- Participate more effectively in meetings
- Communicate more clearly and effectively with team members
- Solve and prevent problems more effectively
- Write more clearly, concisely and coherently

Is this course for me?

If you answer yes to any of the following, the course is for you:

- I have a special interest in the topic of project management.
- I think greater workplace cultural awareness could benefit me.
- I think improved communication skills could be an asset for me in the workplace.
- I believe practicing writing specific to workplace situations is important for me.

How to register

To register for the course email sue@awes.ca. You will get an information package with a password to go online and instructions for how to begin the course.

Please remember to bring your lunch.