



babington



Introduction to Project Management

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SUPPORTED BY
MAYOR OF LONDON

Supercharge your employee's project management skills

Babington is committed to Developing Better Futures by helping you adapt, change and thrive in the revolutionised and modern business landscape.

The DfE Skills Bootcamp for Londoners, 'Introduction to Digital Marketing' is part of the Government's Lifetime Skills Guarantee and Plan for Jobs, supported by the Mayor of London;

designed to sustain business growth and productivity by upskilling employees, supporting job retention and increasing productivity.

With the global economy requiring 25 million new project professionals by 2030 to keep up with demand and project management cited as a top technology job, equip your employees with the skills to effectively manage complex projects and remote teams.

“We have found funded learning to be invaluable for bringing in new and innovative ideas and transforming the landscape of our business. We nurture and support every learner through their own unique journey to ensure we can further develop their careers.”

What is the Introduction to Project Management Bootcamp and who is it suitable for?

This pilot scheme is being rolled out to help businesses within the Greater London Authority access training that will upskill their employees with the skills required to become effective project managers and is suitable for:

- ✓ Individuals who require an update to their knowledge and skills, or refresh their skills aligned to role of a modern project manager with digital capabilities. This may be due to a career break or suitable for those that are starting out in their career.
- ✓ Learners with a looking to develop their current skills or considering role progression.
- ✓ Organisations experiencing significant changes in resources, due to the impact of Covid 19, and are looking for a skilled workforce that can adapt to those changes.
- ✓ Organisations needing to enhance their workforces and are looking to recruit new talent to add to their existing workforce.

Employers wishing to access Skills Bootcamps will need to contribute 10% - 30% of the costs with the remainder fully funded.

Options for Employers

Babington has a reputation for developing close client relationships and works flexibly with its employers to ensure programmes meet the needs of individual businesses.

Employers can submit multiple employees to attend this Skills Bootcamp. Submitting a larger cohort allows us to be flexible and offer a more personalised training programme, making it relevant to your specific business needs.

Employers wishing to access this route will need to contribute 10% - 30% of the costs with the remainder fully funded.

Alternatively, you may be looking to hire learners once they've completed the Skills Bootcamps to fill key vacancies within your business; or perhaps you would like to be part of our bank of employers, interested in interviewing our candidates for future positions. Our team can work with you to meet your requirements. In this instance, your business will not be liable to fund the Skills Bootcamps*

*Subject to T&Cs. Speak to your Account Manager, or a member of the team to discuss further.

Learning Content

Within the 12-week programme, learners will be expected to commit the relevant time to their studies as outlined adjacently.

Towards the end of the programme, learners will be tasked with completing a project proposal that can subsequently be presented to managers or senior leaders within the business. The aim is to embed the learning and focus on business improvement.

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|---|---|--|---|--|
| <div>Week 1</div> <div>Programme Launch</div> <div><ul style="list-style-type: none">Programme overview</div> <div>Duration: 1 Day</div> <div></div> | <div>Week 2</div> <div>Personal Development</div> <div><ul style="list-style-type: none">Emotional intelligence skillsSigns of stress when working remotelyUsing a teams natural energy</div> <div>Duration: 1 Day</div> <div></div> | <div>Week 3</div> <div>Leading Diverse Teams Remotely</div> <div><ul style="list-style-type: none">Tuckman team evaluationDiversity and inclusionTeam engagementCoaching</div> <div>Duration: 1 Day</div> <div></div> | <div>Week 4</div> <div>Remote Performance Management</div> <div><ul style="list-style-type: none">Approaches to performance managementBringing out the best in peopleInternal and external performance factors</div> <div>Duration: 1 Day</div> <div></div> | <div>Week 5</div> <div>Digital Capability</div> <div><ul style="list-style-type: none">Digital skills gap analysis and reviewDigital evolution/footprintSocial media, reputation and impactCV review and rewrite</div> <div>Duration: 1 Day</div> <div></div> |
| <div>Week 6</div> <div>Project Management & Leadership</div> <div><ul style="list-style-type: none">The dynamics of project management and leadershipProject phases/risksStakeholder management</div> <div>Duration: 2 Days</div> <div></div> | <div>Week 7</div> <div>Project Organisational & Work Structures</div> <div><ul style="list-style-type: none">Project organisational and work structuresProject governanceE-learning: it's all about evolution</div> <div>Duration: 2 Days</div> <div></div> | <div>Week 8</div> <div>Communication & Remote Presentation Skills</div> <div><ul style="list-style-type: none">Methods of communicatingThe power of wordsPresenting remotely</div> <div>Duration: 1 Day</div> <div></div> | <div>Week 9</div> <div>Project - Business Improvement Proposal</div> <div><ul style="list-style-type: none">Applying leadership, management and project skills to create a business improvement proposal ready for presentation</div> <div>Duration: 2 Days</div> <div></div> | <div>Week 10</div> <div>Consolidation & Support Day</div> <div><ul style="list-style-type: none">Support and guidance for project scoping and presentation</div> <div>Duration: 1 Day</div> <div></div> |
| <div>Week 11</div> <div>Case Study Presentation</div> <div><ul style="list-style-type: none">Present proposed project</div> <div>Duration: 1/2 Day</div> <div></div> | <div>Week 12</div> <div>Completion</div> <div><ul style="list-style-type: none">Meaningful feedbackCertificationProgression planning</div> <div>Duration: 1 Day</div> <div></div> | <div>Key</div> <div></div> Workshop <div></div> E-Learning <div></div> Reflection-led learning <div></div> 1-2-1 Progress Reviews | | |

Overview



Start Dates

The next bootcamp start dates can be found [here](#).



Duration

12 weeks; typically between 8-12 learning hours per week, inclusive of self study time.



Delivery

Blended, virtual classroom.



Progression Opportunities

A higher level or professional qualification, further learning, or progression within their current role.



Entry Requirements

Open to all learners 19+ that are resident within the Greater London Authority (GLA), have access to online learning, and a commitment to develop your skills over 12 weeks.

Find out more about Skills Bootcamps.

Employers wishing to access Skills Bootcamps will need to contribute 10% - 30% of the costs with the remainder being fully funded.

Programmes are free for learners.

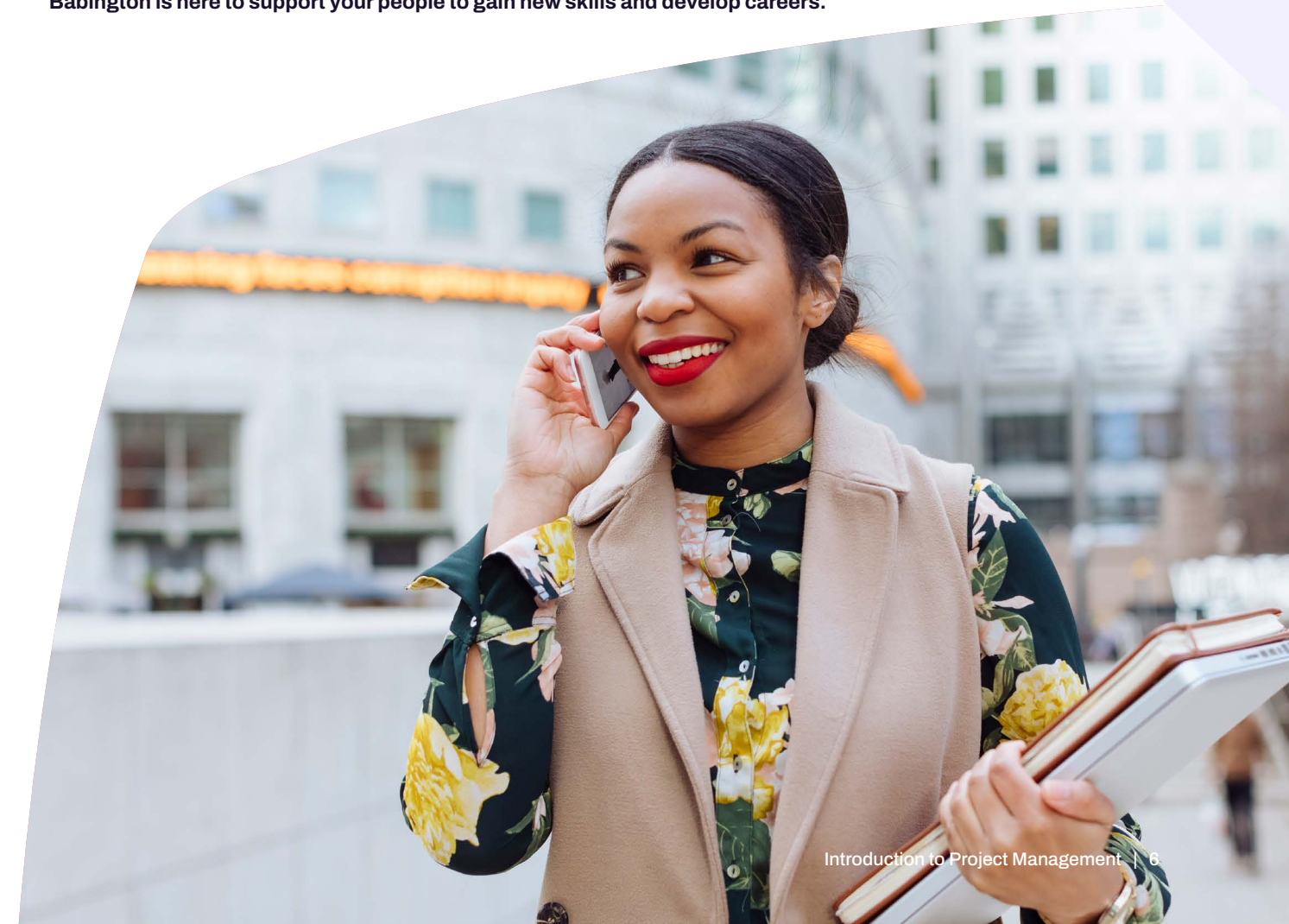
Explore Skills Bootcamps



Employer Benefits

- ✓ Development of your workforce to provide them with the latest knowledge and skills to become an effective project manager.
- ✓ An opportunity increase the skills required by your workforce to further their digital capability, manage remote teams and implement project governance to ensure successful project completion.
- ✓ Babington can either recruit staff for you, or place people in your recruitment pipeline during the programme as part of preparation and selection. In turn, you nurture your employees for a rewarding, long term career within your business.
- ✓ There is flexibility within the programme to enable it to be contextualised around your organisation. Instil your company values and processes into your people and give them the tools to be successful from the beginning.
- ✓ Consider using this as a key CSR initiative and engaging your local community for key roles within your business.

Babington is here to support your people to gain new skills and develop careers.



Funded by



Department
for Education

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Are you ready to develop
your employees' project
management skills?

CONTACT US

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