Project Management for Beginners

How to get it up and running (including agile)

Focus on: **The Manager** ☑   **The Specialist** ☐   **Spotlight Programme** ☑   **Hands-on Skills** ☑

Course Overview

Transform your projects into a success story with confidence! Whether you're new to project management or refining your skills, this training blends classic frameworks and agile methodologies to help you launch, track, and deliver projects seamlessly - no more missed deadlines or budget surprises.

For sub-Saharan African professionals, this course builds capacity to deliver infrastructure, technology, and social projects critical to the region's development goals.

Master practical tools, lead teams effectively, and turn chaos into clarity, ensuring projects directly support national growth plans and the African Union's Agenda 2063. Gain skills to manage resources efficiently and build a foundation for long-term project success.

Course Objectives		This Course is Ideal For:	
1	Learn the foundational principles of project management, including initiating, planning, executing, and closing projects effectively.	✓	Young professionals seeking career advancement
2	Discover tools and techniques for managing timelines, budgets, risks, and stakeholder communication.	✓	Mid-level managers aiming to enhance their project management skills
3	Develop skills to lead cross-functional teams, understand and resolve conflicts, and foster collaboration.	✓	Individuals transitioning into new roles or industries
4	Understand Agile methodologies (Scrum, Kanban) and how to adapt them to dynamic project needs.	✓	Anyone looking to improve their professional skill set
5	Gain hands-on experience through real-world project work and interactive workshops to apply concepts immediately.		

Project Management for Beginners
How to get it up and running (including agile)

Focus on: **The Manager** ☑ **The Specialist** ☐ **Spotlight Programme** ☑ **Hands-on Skills** ☑

Course Content

Day	Theme	Coverage
1	Introduction to Project Management	• Project management methods and how to start • Group work: set up your project from the beginning • The importance of stakeholder management • How to use AI in project management effectively
2	The perfect Agenda for a Project Kick Off Meeting	• Project scope, goals and deliverables, • Group work: bring your project into the next stage • Timelines and budgeting • Tools and methodology behind project documentation
3	Leadership in Project Management	• Understanding the role of the project leader • Group work: defining you very own leadership style • The work breakdown structure and the role of the critical path • Conflict management in times of a crisis
4	Agile - Methods and Limitations	• Understanding the purpose and implementation of agile methods • Group work: implement agile methods into your project • Kanban versus scrum • Change management in projects
5	Risk management and successful project closure	• The importance of risk management for project success • Group work: implement risk management into your project • Project closure and communication • Course Review and Summary

Course Assessment	Certification
Participants will be assessed on:	Upon successful completion of the course, participants will receive a **Certificate of Successful Completion**, along with a **Transcript of Marks** showing the performance by grade in each element of assessment and overall.
Participation in sessions	
Completion of exercises & case studies	
Performance in assessments	

Course Instructor

This PhD-holding speaker and senior lecturer in a leading German university, has over two decades of hands-on expertise, transforming complex projects into success stories across global industries in the life sciences, tech and start-up sectors.

Her career spans senior leadership roles in famous-name organisations, where she spearheaded multimillion-euro developments, agile transformations, and high-stakes negotiations. She has led cross-

Focus on: The Manager ☑   The Specialist ☐   Spotlight Programme ☑   Hands-on Skills ☑

functional teams of 65+ members, harmonized processes across continents, and mastered the art of turning groups of individuals from different cultures into teams.