

Project Leadership and Management



What requirements do I have to meet?

You should be able to plan, organise, manage and successfully close out a project. In order to do this, you have to acquire knowledge that you need to lead and manage your team in a short period of time. In short, you have to be an excellent project manager. How can you manage your team on the basis of communication skills and methodical competence and how should you handle your special role as project manager?

How do I get started?

The more than 10,000 project managers who have participated in our courses are already successful in their new functions after obtaining a first-rate qualification. Gain initial project management competence by taking part in this course and acquire the necessary methodical competence to manage successful projects.

What does the course cover?

Basic principles of project management

- Projects and project management (Elements of PM and prerequisites for successful project work)

Managing projects and teams

- The project manager's role
- Achievement motivation in the project team
- Performance-oriented team development
- Dynamic working in the project team
- Conflict resolution in the project team

Self-management for project managers

- Time management - the basis for project success
- Personal success as project manager
- Dealing with stress in project management



What methods are used?

This course provides a fast and efficient introduction to the project management philosophy. Step by step, we build up a solid foundation for a successful career as project manager, from an understanding of the special requirements of a project manager to self-management competence! Our trainers provide the theoretical input and support you in the development of consistent project management skills. Case studies enable the transfer of project management theories into everyday project management

practices. The course includes alternating workshops, presentations and discussions which ensure a high level of interaction and intensive exchange between the participants and trainer. They make learning an interesting experience! Your course materials (including textbook, workbook, photographic documentations) provide you with valuable assistance as a reference work in your everyday project management work.

Who are your trainers?

The charismatic and competent trainers at Ottmann & Partner GmbH Management Consulting have decades of experience in their specific field of project management. They are all certified the IAPMTM certification body and know what they are talking about.

In trainer benchmarkings, our trainers have been the highest rated project management trainers since 2001!



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Where and when do the courses take place? What is your investment?

Look for a suitable course date on the website at www.ottmann.de.

Please book a hotel at www.avenon.de. Board and accommodation costs are paid directly to the hotel.

850 € plus VAT for IAPM certification holders
970 € plus VAT for non-IAPM certification holders

The course fee includes the cost of course materials and a variety of snacks and beverages during the coffee breaks. If you cancel your registration two weeks or more before the course starts, you will not incur any other costs. Please note that we charge a 100 € cancellation fee for later cancellations.

You will receive an invoice for the fee in conjunction with your registration confirmation.

Any more questions?

Call +49 911 570 00 04 or e-mail seminar@ottmann.de and our team will be happy to answer them!

How to register for the "Project Leadership and Management" course.

The number of participants is restricted to guarantee optimum training results. Registrations are made in order of receipt.

Fax the following registration form to +49 9 11 2 37 92 99 or send it to:

Ottmann & Partner GmbH

Course Administrator
Bahnhofstr. 9
90552 Roethenbach



Registration for the course in: _____ from - to: _____

Binding registration for:

Surname: _____ First name: _____ Qualification/title: _____

Company/institution: _____ Department: _____

Street.: _____ City + post code: _____

Phone: _____ Fax: _____ E-mail: _____

IAPM certification holder: yes no

I confirm that I satisfy the professional course requirements and accept the terms and conditions of participation.

Place, date, signature