

**“Planning For Success” Workshop**  
Identify and plan your goals and achieve real benefits for your business

**Wednesday 14th October, 2009**

Presenters

Maurice Howell, Team Assist Ltd

John Cornish, Micro Planning International Ltd

Host

Kingston Maurward College, Dorset

Course No: BT039

In today's world, owners and managers of organisations, large or small, must constantly change to survive. Attend this workshop to gain valuable insights and practical support to improve the probability of successfully managing these changes.

Identify and improve management of change and projects by learning how to:

- scope the requirements and benefits
- gain commitment from all interested parties
- identify and manage the constraints, threats and risks
- plan, monitor and control projects with a focus on time, cost, quality and resources (which includes people, materials and overheads)
- manage the changes that affect the organisation
- learn from real-life experiences and improve the planning process

In addition, find out about these key areas-that could really make the difference:

- Making the business case for introducing methods and supportive software to manage projects more successfully – identifying “cost of ownership” and points to consider when selecting an appropriate software package.
- Hands-on demonstration of implementing core activities used in managing changes and projects using Micro Planner X-Pert software.
- To get the most out of this workshop attendees will be encouraged to be ready with their current problems, cases and issues for group discussion or “one-to-one” consultations – time permitting.
- Continuing support, mentoring, coaching and training to small business teams.

These workshops may qualify for funding from Train to Gain, Learning and Skills Council.

**Venue:** Kingston Maurward College, Dorchester, Dorset, DT2 8PY  
with free car parking

**Programme:**

09:30	Arrivals for introductions and coffee
10:00	Programme start – with light lunch at mid-day
16:30	Programme formally ends, to be followed by further discussions and networking opportunities.
18:00	Closure

**Directions:** Visit the website at [www.kmc.ac.uk](http://www.kmc.ac.uk)

**Price:** £60.00 with a discount for learners enrolled at Kingston Maurward College.

**Course:** Course Number: BT039.

**Booking:** Telephone (office hours) 01305 215025 giving your Credit/Debit card number, or after reserving your place, send a cheque payable to Kingston Maurward College.

Micro Planning International Ltd [www.microplanning.co.uk](http://www.microplanning.co.uk) Tel 01202 884690 Mob: 07799 516 735

Registered in England and Wales No. 03959937

Registered Office: 47, Bargates, Christchurch, Dorset, BH23 1QD. VAT No. 895 6855 47

## “Planning For Success” Workshop

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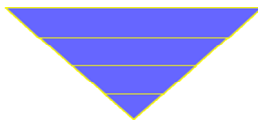
**Kingston Maurward College** offers a variety of part-time courses in business skills, IT and professional development, to help improve skills in every sector of trade, commerce and the voluntary sector.

The College is delighted to host this one-day “Planning for Success” workshop to offer help to anyone with an interest in improving their skills in managing change or projects.

**Maurice Howell** will offer a practical approach to managing changes and projects successfully drawing on thirty years of experience in leading UK and International projects in diverse sectors such as Engineering, IT, Transport and Events.

Maurice gains professional recognition from his peers as an active member of the Wessex Branch of The Association For Project Management (MAPM) and VP of the Wessex Branch of the Chartered Management Institute (MCMI).

Maurice was selected and sponsored by the APM to lead a study tour of infrastructure projects in Dubai. His first book on project management will be published in October. He currently lectures, mentors and consults to local government and the NHS on the fundamentals of Project Management.



**TeamAssist Ltd** works with organisations and individuals implement change, achieving needs, aims and outcomes. TeamAssist Ltd offers training, coaching and mentoring for change. TeamAssist Ltd is currently helping local government, public and private sectors covering a broad spectrum of requirements.

Call Maurice Howell on 01202 849795, Mob: 07721 344 429, or [maurice@mhowell.biz](mailto:maurice@mhowell.biz)



**John Cornish** has a career that encompasses over twelve years managing major projects in a high-tech International electronics company, delivering products and services for the UK's MoD and most of the leading European telecom companies.

John exclusively used Micro Planner X-Pert as his preferred project planning and scheduling software throughout his career, and is delighted to advocate its use for all projects both small and large in all industries and market sectors.

John is a member of APM (MAMP) and Chartered Marketer and Fellow of The Chartered Institute of Marketing (FCIM).

**Micro Planning International Ltd (MPI)** was formed in 1979 and has global operations in Europe, USA and Australia.



Micro Planner X-Pert was designed by Project Managers to be readily and easily used by Project Managers from beginners to the most demanding professional for planning and scheduling. It complies with BS6079 and encourages the adoption of standard project management processes including Work Breakdown Structures, logical network diagrams (PERT), true resource analysis, planning reports, and Earned Value reporting. Further details can be found at [www.microplanning.co.uk](http://www.microplanning.co.uk)

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