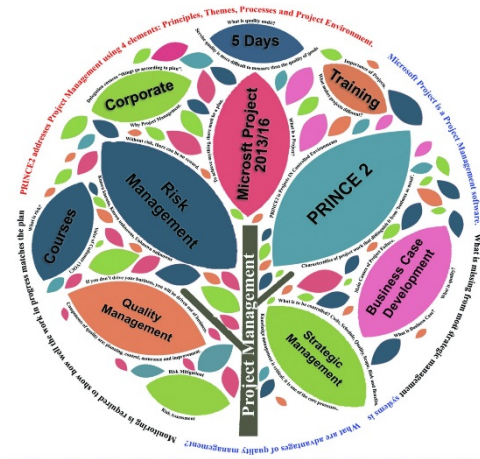




LONDON CAPITAL COMPUTER COLLEGE

Workshop Outline



- **Workshop Duration options:**
 - ✓ **Online or in person attendance** – 2 hour sessions
- **Cost:** £15 UK and US\$20 for international

London Capital Computer College regularly hold workshops on project management. The purpose is to help delegates choose training courses suitable for their current roles or gain new skills for future career opportunities. These 2 hour workshops are held online or in-person.

In today's workforce, "*job for life mantra*" rarely holds, and everyone is on the move. Our online and face-to-face Project Management workshops play an imperative role in explaining the different programmes. Project Management applies to every sector; (1) Primary (mining, agriculture, forestry etc.), (2) Secondary (construction, manufacturing, utilities etc.) and Services (IT, banking, retail etc.). The career opportunities are there, however the overwhelming factor is choosing the right Project Management course without prior background understanding of the "what is it" and "how is it used".

Workshops help convince delegates that they will benefit from the course. Knowledge acquired for the workshop gives a starting point for delegates to research further in the topic. Also, the workshop environment setting is more relaxed, gives opportunity to network and freely ask any questions.

Our Project Management workshops cover all the courses we offer:

- PRINCE2 Project Management

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- Microsoft Project
- Agile Project
- Monitoring & Evaluation
- Project Management Tools
- Project Management for Development Organisations (NGOs)
- Microsoft Excel

Microsoft Excel

Microsoft Excel knowledge is vital for any professional. Excel widely used in creating budgets, accounting, payroll, performing basic calculations, inventory and charts. Excel has become an essential skill to possess as it is widely used in almost every office.

Every tool used in Project Management can be created in Excel for Project Management to plan, manage and track projects. The screen for Microsoft Project is very similar to Excel; hence knowledge of Excel makes learning Microsoft Project easier to learn. Also a lot of Project Management Excel templates are freely available.