

Date: 2. /3.03. and 16. /17.03. from 9am-5pm
Venue: ONLINE

Project Management, Basic Certificate IPMA/GPM

The Basic Level is aimed at beginners in project management and anyone generally interested in working on projects. For students it is a perfect first step to prepare for applying for a new position in industry or other research organizations.

- **Course aims:**
 - You will get a basic overview of what responsible project leading means.
 - You will learn basic project management methods and tools and apply them in the training course.
 - You will learn to understand the project management language.
- **Contents:**

The theoretical contents will be presented in the form of short presentations. The focus, however, lies on practical application and transfer. For this purpose, we will work on a case study

 - Project management methods from phase planning, goal definition, risk analysis, project structure plan to scheduling and cost planning.
 - The project and its interaction in corporate environment.
 - Soft skills that make working on the project easier.
 - Netiquette to organize a project online

The seminar includes:

- 2x2days of training and 1h preparation for exam
- Technical introduction in online training and netiquette for project teams
- flash cards, test exam and online quiz to prepare the exam
- max. 15 participants

Certification:

There is the opportunity to pass the Basic Certificate in Project Management (GPM). Written examination (90 min.) Costs: 225€ excluding VAT for employees, 150€ for students excluding VAT. See more: https://www.gpm-ipma.de/zertifizierung/projektmanager/basiszertifikat_gpm.html

- Technical requirements: For this interactive online seminar you will need a computer (tablet or mobile will not work), preferably a LAN internet connection. Video will be mandatory. Technical Introduction on 01.03. at 5pm
- **Trainer: Dr. Karen Dittmann, Accredited Trainer of GPM (Gesellschaft für Projektmanagement), 20 years of PM experience in industry and Science.**

Please, register via email to the IGradU Coordination Office. First come, first serve!

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