

Project Management in Local government

Jan Kennedy, APSE Associate



Course Brochure

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Course details

This popular one-day project management course is built upon the key idea that robust project management skills increase productivity and job satisfaction. The ways in which local authorities achieve service objectives is changing at a rapid pace.

This affects the nature of work. Increasing numbers of staff are finding that the majority of their time is spent working on projects as diverse as:

- Undertaking service reviews
- Delivering and supporting service partnerships
- Developing integrated client and contractor service units
- Undertaking change management projects
- As well as the 'usual' projects delivered as part of day-to-day service operations

This **introductory course** is designed to take participants through a six-step project management methodology that they can confidently and effectively apply upon their return to their authority, to make a real difference to the projects with which they are involved.

Who should attend?

Anyone involved in delivering projects, including events, within a local government setting. This an ideal introduction to the topic or refresher for officers, supervisors and managers

Learning Outcomes

- Gain awareness and knowledge of the principles of project management
- Increase your knowledge of the project lifecycle
- Develop your ability to write a project plan, including a project scope
- Understand the role of a project sponsor
- Become aware of the role a project leader undertakes, and the skills required to do this
- Utilise a questionnaire to analyse your own project style
- Develop techniques to deal with problems before they arise
- Be able to evaluate the success of a project

NEW MUNICIPALISM

Delivering for local people and local economies

Course programme

For further information, please contact training@apse.org.uk

09:45 - 10:00	REGISTRATION (and Tech Check)
10:00 - 11:30	UNIT 1: Stages of Successful Project Management <ul style="list-style-type: none"><input type="checkbox"/> Background to Project Management<input type="checkbox"/> The Project Management Triangle<input type="checkbox"/> Definitions of a Project & Project Management<input type="checkbox"/> The project life cycle<input type="checkbox"/> Projects in your organisation exercise
11:30 - 11:45	COMFORT BREAK
11:45 - 13:00	UNIT 2: People and Roles <ul style="list-style-type: none"><input type="checkbox"/> The role of the sponsor<input type="checkbox"/> Building a successful sponsor relationship<input type="checkbox"/> Project Management Questionnaire exercise<input type="checkbox"/> Scoping, Risks, Planning, Consideration
13:00 - 13:45	LUNCH
13:45 - 14:45	UNIT 3: Recap of Learning <ul style="list-style-type: none"><input type="checkbox"/> Project Team<input type="checkbox"/> ICT and Project<input type="checkbox"/> Planning exercise
14:45 - 15:00	COMFORT BREAK
15:00 - 15:45	UNIT 4: Implementing the project <ul style="list-style-type: none"><input type="checkbox"/> Reviews, problems, and evaluations<input type="checkbox"/> Documents and checklist
15:45 - 16:00	PLENARY, FEEDBACK AND CLOSE

Please note: these timings are indicative and could be subject to change
For example, if the course is split over two half-days, the timings will change.

Trainer profile

Jan Kennedy was the former Head of Training with APSE where she spent 15 years on the learning, skills and development arm of the Association, until November 2019 when she became an associate trainer.

Jan has a background in training and development, firstly as an executive officer in a central government training team. She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team managing the One Stop Shop training programme.

Prior to joining APSE, Jan managed the Lifelong learning Employability curriculum in Community Education.

Jan holds a Certificate in Post 16 Education, CIPD in training and development, HNC in Business and finance and a CLAIT advanced in ICT. Jan is also qualified in psychometric testing - Level A and B and is a member of the British Psychological Society.

Jan is also a registered volunteer for Tomorrow's Women Wirral, a charity for women in the community who want to make positive lifestyle changes.

What do participants have to say?








"It's the perfect foundation course into project management and a great starting point. I have taken enough away from this today to be more confident in my work."
Commercial Development Manager, Fife Council

"This is a really good overview of how to structure and formalise Project Management without getting lost in excessive technical detail."
Asset Engineer, Milton Keens Council

In-house – tailored to meet your needs.

APSE can customise this course to meet the bespoke needs of your team, service, directorate or authority.

The package includes:

-  A pre-course consultation so we can tailor the course to meet your needs.
-  Trainee Needs Analysis.
-  Customisation of the slide pack.
-  Delivery of the course on a mutually convenient date and time to meet your authority's needs and working patterns.
-  Analysis of trainee feedback, which we share with you.
-  Trainer feedback, if required.
-  Post-course materials on password-protected hidden webpage.

If delivered online, the course is suitable for up to 15 participants and over two half-days or one full day, via Microsoft Teams

If delivered onsite, it is suitable for up to 20 participants. Trainer travel, subsistence and accommodation is charged at cost.

Enquire about an in-house course [HERE](#)

About APSE Training

APSE (Association for Public Service Excellence) is a not-for-profit local government think tank, working with over 300 councils throughout the UK, promoting excellence in public services.

APSE is the foremost specialist in local authority front line services, hosting a network for front line service providers in areas such as waste and refuse collection, parks and environmental services, leisure, school meals, cleaning, housing, and building maintenance.

APSE Training aims to provide inspiring and impactful lifelong learning and development opportunities, nurturing talent and enabling growth. A broad range of courses are available via the APSE website and as bespoke in-house courses.

APSE Training is compliant with APSE's Quality Assurance processes under ISO 9001, ISO 14001, ISO 27001 and GDPR. We are also a Platinum Carbon Literate Organisation, which demonstrates our commitment to raising awareness of the climate crisis.

The team is ready to help.

APSE Head of Training: [Fiona Sutton-Wilson](#)

Senior Training Officer: [Amy Caldwell](#)

Training Co-ordinator: [Helen Reed](#)

Business Support Assistant (Finance): [Daniel Lee](#)

Please direct enquiries to: training@apse.org.uk | 0161 772 1810



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