

# Bridge to Project Management

## Building Language, Intercultural and Workplace Essential Skills

**Location** Training Room 105, CLAC Member Centre, 3617 63 Ave NE, Calgary

**Cost** \$45 plus GST

### Course overview

This course develops project management knowledge for ESL employees through a focus on the language, intercultural and workplace essentials skills related to project management. The course consists of four online learning modules with each online module followed by a full day workshops. You will explore project management concepts by moving through the phases of a project.

#### Workshop 1 Defining a Project (6 hours)

**SATURDAY, APRIL 16** 9am to 4pm

This workshop builds an understanding of basic project parts. It begins to look at the cultural aspects of power while developing strategies to engage in workplace meetings more effectively.

#### Workshop 2 Developing the Project Frame (6 hours)

**FRIDAY, APRIL 22** 9am to 4pm

This workshop continues to explore the elements of project management specifically looking at the planning phase. It explores the cultural influences related to motivation and develops strategies for speaking up at work.

#### Workshop 3 Solving the Problems in the Project (6 hours)

**FRIDAY, APRIL 29** 9am to 4pm

This workshop begins to look at the typical problems encountered while managing projects. It includes approaches to resolving conflict, and strategies to ensure better understanding through improved communication strategies.

#### Workshop 4 Completing the Project (6 hours)

**SATURDAY, MAY 7** 9am to 4pm

This workshop outlines the completion of the project cycle and looks at workplace relationships and perspectives. It continues to build communication skills with a focus on improving how you present information to a group. The workshop finishes by looking at the final reporting required to complete a project.

### Target audience

ESL employees interested in improving their language, intercultural and essential skills related to project management. This course is for those who are leading a project, part of a project team or hoping to gain more responsibility in the workplace.

### Learning goals

- Learn the many pieces of a project and begin to understand how to manage it
- Explore the differences in workplace culture for newcomers
- Participate more effectively in meetings
- Communicate more clearly and effectively with team members
- Solve and prevent problems more effectively
- Write more clearly, concisely and coherently

### Is this course for me?

If you answer yes to any of the following, the course is for you:

- I have a special interest in the topic of project management.
- I think greater workplace cultural awareness could benefit me.
- I think improved communication skills could be an asset for me in the workplace.
- I believe practicing writing specific to workplace situations is important for me.

### How to register

To register for the course email [sue@awes.ca](mailto:sue@awes.ca). You will get an information package which will give you a password to go online and give you instructions to begin the course. Time required online for each module is approximately 2.5 hours.

*Please remember to bring your lunch.*