



Project Management Training Services

What Do Our Clients Say About Our Training?

"Wellingtone developed and delivered a training programme for us that catered for three different types of project management role and was tailored to our organisational needs and our own project management framework. **We thoroughly enjoyed working with Wellingtone** and found them to be responsive to our needs, willing to share the benefit of their experience, extremely knowledgeable, and very approachable. The training facilitator was extremely popular with delegates because he brought the subject matter to life; the **feedback was 100% positive from our staff and I've never before witnessed such a buzz about a training course**. In the weeks afterwards, it was evident that the principles and techniques were being applied from the number of post-it note project planning sheets hanging from office walls! We would not hesitate to work with Wellingtone again."
Manager, **Cheshire Fire & Rescue Service**

"Wellingtone assisted with the creation of our project management methodology and templates. The 121 sessions and the team sessions were very well run and **we've ended up with a really good set of templates**."
Head of Change, **Centrica Energy**

"**Wellingtone have been very patient with us** – especially in tweaking and changing materials so that they use our specific language and guidelines. They're willing to respond to our specific and numerous requirements. The logistics and costings have been transparent and realistic. **I would speak very positively of the relationship we've built with them**."
L&D Manager, **Honda**

"**We have had great feedback from staff who attended** the course Wellingtone designed for us. At every stage through the process of training, from initial contact to follow up I have found them professional, efficient and friendly, **a pleasure to work with**."
Training Administrator, **Thames Valley Housing**

"**Wellingtone delivered an excellent tailored comprehensive Project Management course** which was enjoyed by all the participants."
PMO Lead, **Healthcare Company**

"Wellingtone were able to provide the Energy Saving Trust with informative, well-pitched and engaging Microsoft Project training. **Our current ability was catered for** and the level we wanted to be at achieved by the end of the day. We now have working knowledge of the software to go forwards and use it to its full potential."
Mike Cockin, **Energy Saving Trust**

"**The training was fantastic** - well researched, thoroughly prepared and tailored to the organisation's needs. We found it interesting, enjoyable and very relevant, regardless of the level of expertise we each had already. Even experienced project managers were able to take away new ideas and tips for better practice. Those relatively new to project management found the training stretching but accessible. **The trainer was thought provoking and measured yet amusing and engaging.....an expert in this field**."
Policy & Performance Manager, **Royal Borough of Windsor & Maidenhead**

"Very well explained making all of topics easy to understand. **Great toolkit which will be well utilised**."
Business Development Manager, **Fujifilm UK Ltd**

Our Project Management Training Is Designed to Meet Your Needs

We specialise in providing practical project management training that delivers real world benefits.

As an accredited APM training provider and Microsoft Gold Partner we provide customised corporate training in project management and Microsoft Project, including the APM Introductory Certificate.

Many enquires we receive start with "can you train our staff to be better at running projects". Yes, we can, but we want to make sure we train them on YOUR project methodology where possible, rather than just a generic course. We want attendees to be able to apply their learning straight away in YOUR organisation. Our training becomes your training on your approach.

Some clients have a pre-defined project management methodology but with many we help define a consistent, practical, fit for purpose, project methodology...and then train this out to those taking on the role of Project Manager and Sponsor.

Some key points to note about our customised project management training:

- ✓ **We provide training for all levels**, typically Project Managers, Sponsors, PMO staff & team members
- ✓ **Our courses are customised** to reflect your business processes & project methodology
- ✓ We often help clients **define a clear, practical consistent project methodology** prior to then running customised courses
- ✓ Courses typically include methodology training and practical techniques. **We can incorporate MS Project training** as part of courses or as separate courses if required
- ✓ Our customised courses can **incorporate sitting the APM Introduction to Project Management professional qualification**
- ✓ **We frequently provide our project documents and templates**, include our MS Excel based Project Managers Toolkit – all based on industry best practice
- ✓ We can provide guidance on **competency assessments** both before and after training to monitor training effectiveness

What should we include in our Training?

We will guide you. We believe that training should be designed to meet the exact needs of your staff, rather than trying to find a generic course with the closest fit. Our training courses are customised to match your exact project and programme training needs assessment, project management processes and project environment.

Our courses become your courses. We create practical content that supports your approach to project management. For some clients this means training out their well-defined project management methodology, for others this may mean we provide support in defining a simple, fit for purpose consistent approach to selecting, managing and closing projects.

Our library of over 10 days of project management training material enable you to cherry pick the exact content you want. Our courses focus on providing practical benefit to attendees enabling them to immediately apply what they have learnt directly on their projects the next day. Course exercises are based on attendees own experiences, not generic scenarios.

Here are some examples of types of courses we frequently run for our corporate and public sector clients.

Course Title	Content Summary	Duration
Introduction to Project Management	Aimed new Project Managers to equip them with the essential practical skills, including; building a high level schedule, developing a RACI matrix, practical issue & risk management, scope and project definition, managing change, team & leadership skills, reporting and stakeholder management	2 day
Programme Management Workshop	Designed to review & improve current approach based on programme management best practice. This interactive workshop focuses on enabling informed decision making and considers the different needs of a Programme Manager over those of a Project Manager	1 day
Project Management Essentials	Designed to provide those involved in projects with a clear understanding of the benefits of formal project management tools & techniques	1 day
Manage Your Stakeholders	Designed for Project and Programme Managers this course provides a practical masterclass in stakeholder management, project communication, project marketing and reporting	½ day
Successful Project Sponsorship	Designed for Senior Manages taking on the role of Sponsor. What are their responsibilities and how do they support the Project Manager? The important of appropriate project governance is included along with guidance as to what to expect from their Project Managers	½ day

Course Topics

We will prepare a customised course to suit your exact needs, with each course built from a series of selected topics. The most popular topics are shown below but we will develop a customised course to suit your exact training needs.

- Introduction to Project Management and the Time, Cost, Quality Triangle
- The Project Lifecycle & Key PM Activities Within Each Phase
- Project Roles & Responsibilities & Using the RACI Matrix
- Starting Projects Successfully, including Scope Definition
- Building a High Level Deliverable Based Project Plan
- Critical Path Analysis & Best Practice Project Planning
- Deliverable Definitions
- Risk & Issue Management
- Change Control Management
- Using a RAID Log
- Cost & Contingency Management
- Stakeholder Management
- Project Communication
- Project Reporting
- Understanding Project Team Leadership
- Understanding Project Team Development
- Why Do Project Fail?
- What Makes a Good Project Manager?
- Enterprise Project Management
- Benefits Realisation
- Developing a Business Case, including ROI & NPV
- Programme Management Essentials, including Dashboard Reporting
- Planning with MS Project
- Advanced features of MS Project
- Project Quality Management

Why is Wellington Different?

- ✓ Our trainers are expert Project Management Consultants with many years of practical experience – they are not “just” trainers. Not only can they train, but also provide advice and guidance on gaining more benefit from formal project management tools and techniques
- ✓ Our training material is constantly updated with the latest recommendations and improvements. Our consulting team feed input directly into the material, tools and templates – which they use on a day to day basis
- ✓ Most training providers are focused on getting attendees to pass exams, whereas we focus on really learning practical tools and techniques of project management that provide immediate benefit
- ✓ As an **APM Accredited Training Provider** we can incorporate formal professional qualifications as part of your customised training
- ✓ As a **Microsoft Gold Partner** with the **Project and Portfolio Specialisation** we can incorporate MS Project, SharePoint and MS Project Server topics as part of your customised training

What is the Wellingtone Project Managers Toolkit?

The Wellingtone Project Managers Toolkit provides a **complete set of project management forms, templates and tools**. Developed, used and refined by our Project Management consultants over many years, all our course attendees exclusively benefit from this library of intellectual property. The Microsoft Word & Excel based Toolkit is simple to use and provides everything you need to successfully run your projects.

Examples of content include; Project Brief Template, PID Template, Change Control Form, Exceptions Form, Project Closure Report, Project Status Report, Stakeholder Mapping Grid, Risk Log, Issue Log, Deliverable Log and RACI Matrix, Cost Table & Histogram.

Exact content of the Project Managers Toolkit will be modified to match with the topics selected for your course. The Toolkit will also be branded to suit your organisation and you are provided with **joint copyright ownership** allowing you to distribute as required throughout your organisation.

The screenshot displays a customised Project Managers Toolkit interface. At the top left, there is a form with four input fields: Project Name, Programme / Department, Project Manager, and Project Sponsor. To the right of this form is a 3D box icon labeled 'HOME RETAIL GROUP'. Below the form, the toolkit is organized into three columns of tool categories: 'ESSENTIAL' (Risk & Issue Log, PMs Decision Log, Milestone Roadmap, Lessons Learned Log), 'STRONGLY RECOMMENDED' (Benefits Tracking, Project Team, Communications Plan, Changes Log), and 'USEFUL' (External Dependencies, Cost Tracker, CARS Matrix, Gantt Chart Tool). To the right of these columns is a 'Toolkit Checklist' section with a welcome message and two buttons: 'Risk Score Guide' and 'Risks & Issues Help: List of Experts'. At the bottom right, there are logos for 'H-MEbase' and 'Argos'.

This screen shot is an example of a customised Project Managers Toolkit provided as part of a customised training programme

How Else Do Attendees Benefit from Our Customised Training?

- Attendees can use their own project experience through all of the course exercises, for example, they conduct a risk assessment on their own project
- Our courses incorporate your ways of working & your projects making them 100% relevant to your people
- Courses are run at any location and time convenient for your attendees and each course attendee receives a full set of course material, including a suitable book on project management we will select to accompany your training courses
- Attendees receive a Wellington Course Certificate and courses can incorporate an examination to confirm attendee knowledge

How Else Does Your Organisation Benefit from Our Customised Training?

- You are granted joint copyright ownership, enabling you to distribute all the customised course material and the customised Wellington Project Managers Toolkit as you wish within your organisation.
- ROI (return on investment) is much higher – training targeted at your needs and project environment provides a much better training experience for attendees. They are able to apply what they have learned immediately, unlike generic courses where they have to then interpret material to their situation.
- The training matches the exact needs of the role, rather than being an opportunity to collect qualifications for a CV.
- Unlike generic training the course material & Toolkit provide an opportunity to improve existing processes, tools and templates within the organisation
- Much cheaper! Our courses are usually the most cost effective solution when looking to train 3 people or more.

Can we Assess Attendee Understanding?

- As an Accredited APM Training Provider our courses can incorporate the APM Introductory Certificate in Project Management. This enables attendees to achieve a very well recognised professional qualification
- We typically provide our own exam on two day courses that enable delegates to achieve a Pass, Commendation or Distinction Certificate

Typical Approach to Developing Project Methodology and Course Material

Most clients ask for our help to develop a practical, fit for purpose project management methodology based on best practice prior to running training courses. This customised methodology becomes a key training topic.

Our considerable experience enables us to help our clients develop their own project management methodology very quickly, typically over a four day period.

This methodology is developed over a series of workshops as outlined in the table below. On approval, training courses are developed with each course typically taking 1 day of development time, prior to a final review by the client before then running training courses.

Step	Activity	Location / Involvement
1	Methodology Review Workshop – a day on site defining the practical, fit for purpose project management methodology based on APM best practice	On site with appropriate client representatives; typically those currently running or overseeing projects
2	Methodology Development – Wellington consultant will develop appropriate methodology documentation, tools and templates over a two day period	Off site
3	Methodology Review – a day on site reviewing the proposed methodology, documentation, tools & templates	On site with appropriate client representatives; typically those currently running or overseeing projects
4	Training course development – a day off site developing the content for the two day course	Off site
5	Training Course Review – 1 half day on site per course to review the proposed training course material	On site with appropriate client representatives; typically those currently running or overseeing projects

Consultancy and Course Costs

Consulting and Training Rates	Cost
Consultant charge per day Applicable for methodology development, training course development and consultancy activities	£ 1,095
Training charge per day Charge of £35 covers provision of materials. This includes "Brilliant Project Management" book for PM training courses	£ 1,200 + £35 per delegate per course
APM Introductory Qualification Examination	£ 137 per delegate per course (£ 122 for APM Corporate Members or Individual Members)

Example Cost Per Attendee	Cost per Attendee
Two Day "Successful Project Management for PMs" Assume 10 people attend course	£ 275
Half Day "Successful Project Sponsorship" Assume 10 people attend course	£ 95

Summary Terms of Business

- The charge rate per day DOES NOT INCLUDE travel & accommodation costs relating to working at client site.
- VAT is not included and will be charged at 20% or the prevailing rate at the time of service delivery
- Any days quoted are an estimate based on your known requirements
- Work will commence on receipt of an approved Purchase Order
- Payment terms are 21 days. An additional charge of 4% may be incurred for Clients requesting extended payment terms.
- Invoicing milestones will be agreed but will as a maximum be at the calendar month end so work completed within that calendar month will be invoiced at the end of that month
- Wellingtone reserves the right to impose charges should the Customer cancel or postpone Services or not provide the appropriate hardware and software environment in a timely manner after dates of engagement have been agreed and confirmed by email. Charges for cancellation or postponement are:
 - More than 28 days prior to start date = No Charge
 - 28-7 calendar days prior to start date = 50% of fee relating to impacted days
 - Less than 7 working days prior to start date = 100% of fee relating to impacted days
- Please review our completed service engagement ToBs

Next Steps

Talk to us. Please call us on **01753 621 200** or email **training@wellingtone.co.uk**

An initial first step is often an informal conversation with one of our Senior Training Consultants to discuss possible course structures to meet your training requirements

We can provide a clear costed proposal to match your exact needs. Remember, we can create customised material for most courses within as little as 1 day

Review our client case studies, including Honda, McBride and Cheshire Fire & Rescue Service at <http://www.wellingtone.co.uk/official-case-studies/>

Wellingtone PROJECT MANAGEMENT

McBride

McBRIDE & WELLINGTONE: ADDING VALUE THROUGH AN AGILE PARTNERSHIP

McBride, a leading provider of cleaning and maintenance services, has a long history of working with Wellingtone. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations.

The Challenge: Navigating the Case for Project Management & Agility

McBride's operations are spread across a wide geographic area, with a large number of sites. This presents a significant challenge in terms of managing resources and ensuring consistent service quality. The challenge was to find a way to manage the complexity of the business and ensure that the company was able to deliver high-quality services to all its clients.

The Solution: A Flexible Partnership

Wellingtone provided McBride with a range of project management and agile training solutions. This enabled McBride to improve its operational efficiency and ensure that it was able to deliver high-quality services to all its clients. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations.

Wellingtone PROJECT MANAGEMENT

Cheshire Fire and Rescue Service

CHESHIRE FIRE AND RESCUE SERVICE & WELLINGTONE: MITIGATING BUDGET CUTS WITH NEW PROJECT MANAGEMENT EFFICIENCIES

Cheshire Fire and Rescue Service (CFRS) is a leading provider of fire and rescue services in the north-west of England. The service has a long history of working with Wellingtone. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations.

The Challenge: Mitigating Budget Cuts

CFRS has faced significant budget cuts in recent years, which has led to a reduction in resources and a need to find ways to improve operational efficiency. The challenge was to find a way to manage the complexity of the business and ensure that the service was able to deliver high-quality services to all its clients.

The Solution: A Flexible Partnership

Wellingtone provided CFRS with a range of project management and agile training solutions. This enabled CFRS to improve its operational efficiency and ensure that it was able to deliver high-quality services to all its clients. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations.

Wellingtone PROJECT MANAGEMENT

HONDA

WORKING WITH HONDA OF THE UK MANUFACTURING LTD TO IMPROVE PROJECT MANAGEMENT WITH DEMONSTRABLE BUSINESS BENEFITS

Honda of the UK Manufacturing Ltd is a leading manufacturer of motor vehicles in the UK. The company has a long history of working with Wellingtone. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations.

The Challenge: Developing Customer Technologies to Improve Service

Honda of the UK Manufacturing Ltd has a large number of products and services, which presents a significant challenge in terms of managing resources and ensuring consistent service quality. The challenge was to find a way to manage the complexity of the business and ensure that the company was able to deliver high-quality services to all its clients.

The Solution: A Flexible Partnership

Wellingtone provided Honda of the UK Manufacturing Ltd with a range of project management and agile training solutions. This enabled Honda of the UK Manufacturing Ltd to improve its operational efficiency and ensure that it was able to deliver high-quality services to all its clients. The partnership has been successful in delivering high-quality services to a wide range of clients, including the NHS, local authorities, and commercial organisations.

About Us

Established since 1995 we are a specialist Project Management company based in Windsor, Berkshire working with clients across all industries in the UK and internationally. We work in a unique Alliance with the Association for Project Management providing guidance and advice for project management professionals

Microsoft SharePoint, Project Server & Project Online Implementation

We are a leading Microsoft technology consultancy and are a Gold Certified Partner with the Project & Portfolio Management (PPM) Specialisation

Project Management & PMO Consultancy

We are the preferred Project Management Consultancy partner of choice for a large number of organisations who welcome our practical approach. So whether you're looking to define a new fit for purpose methodology or to set up a PMO we can help

Project Management & Microsoft Project Training

We provide customised project management and Microsoft Project training courses that support your project methodology and ways of working. As an Accredited APM training provider our customised courses can incorporate professional qualifications

Project Management Recruitment (Contract and Permanent)

We are a specialist Project Management recruitment company and a member of the REC, adhering to the highest professional standards in recruitment. Whatever your project management related recruitment needs, we can help. We are recent finalists for the Jobsite 'RecruitRank, Best Industry Knowledge' award

Please review our [Case Studies](#) to learn more about our work. Our clients include



Please visit www.wellingtone.co.uk or follow us

