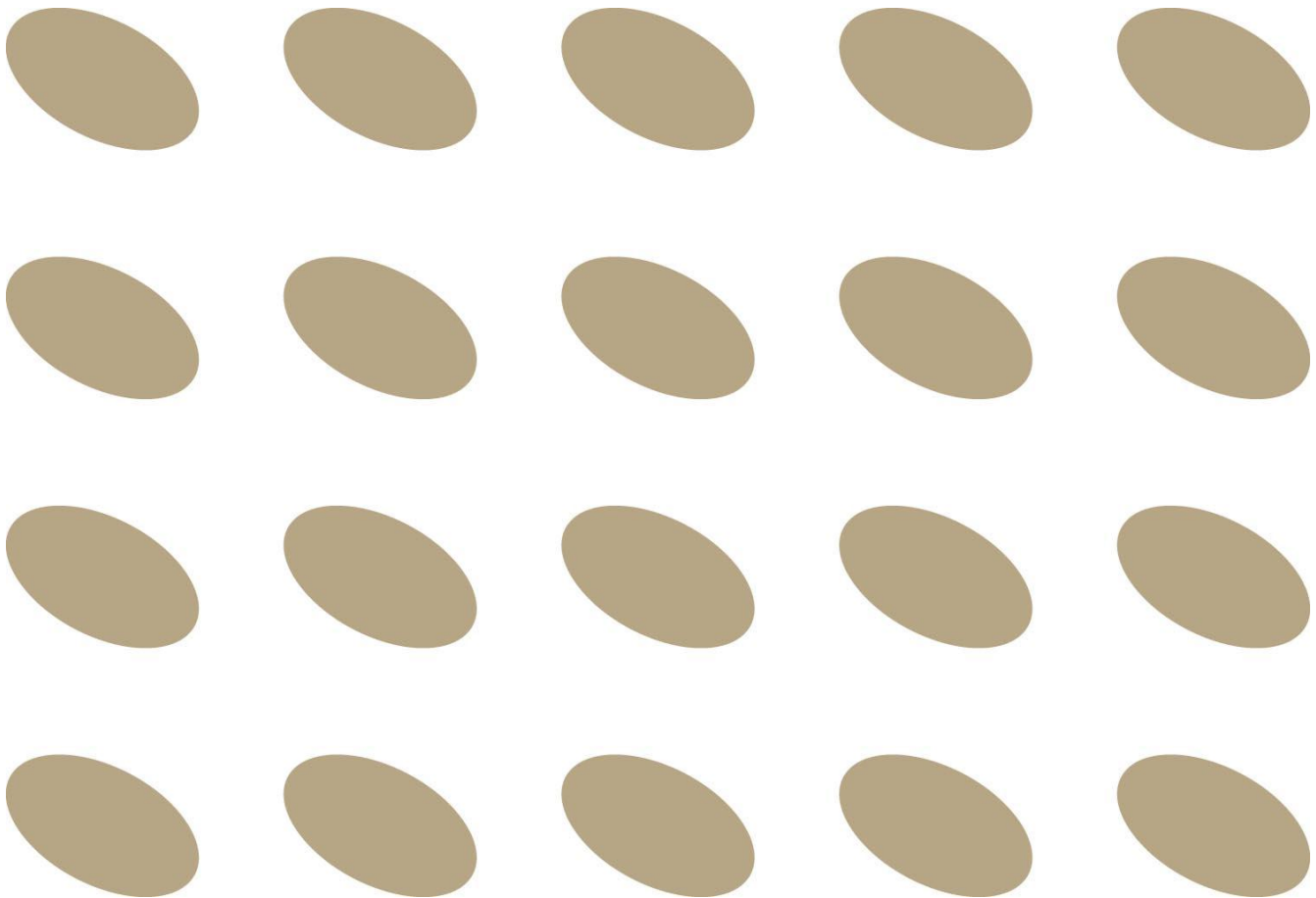


Project Management in Leisure services

07 June 2012, Manchester
25 June 2012, Glasgow



Project Management in Leisure Services

Introduction

APSE in partnership with The Chartered Institute for the Management of Sport and Physical Activity CIMSPA, is pleased to announce a new event on managing projects within the leisure service industry

Leisure services require frontline supervisors and managers to undertake a range of diverse projects as part of their day-to-day service operations such as:

- Developing partnerships to improve healthy lifestyles
- Designing new sports programmes
- Undertaking change management projects
- Service reviews and procedures

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

Who will benefit?

Anyone who manages or works in a project team and requires an introduction to the principles and practice of project management within the leisure services

Outcomes

- Learn the principles of project management
- Knowledge of the project life cycle
- Ability to write a project plan, including a project scope
- Awareness of the role of a project sponsor
- Understand the role a project leader undertakes and the skills required
- Utilise a questionnaire to analyse your project style
- Develop techniques to deal with problems before they arise
- Be able to evaluate a project

Duration

1 day event:

9:30am Start

4:30pm Finish

Trainer

The sessions will be delivered by Jan Kennedy in partnership with CIMSPA, the Chartered Institute of Sport and Recreation Management.

Jan Kennedy

Jan Kennedy is the Principal Trainer for APSE and has responsibility for APSE training. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme.

Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education. Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT.

Jan is also qualified in level A and level B psychometric testing.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change, Negotiation Skills, Time Management, Marketing, Lean Thinking, and Service Level Agreements. Jan works in partnership with Hull University to deliver training modules to lunchtime supervisors. Jan also co-delivers on the current Master Classes on Health and Safety Issues, Public Sector Scorecard and Prince2 overview for Senior Managers.

Jan can be contacted at e-mail address at: jkennedy@apse.org.uk or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

The Chartered Institute for the Management of Sport and Physical Activity

CIMSPA - The vision statement of the new Institute is:

"To develop a vibrant, UK wide sport and physical activity sector, led by professionals providing advocacy and leadership and working in partnership with its stakeholders to help ensure the highest standards of service delivery."

What's included?

Course fees include delegates' documentation and course material including case studies, suggested practices and appropriate toolkits and templates, lunch and refreshments. Please note that the fee does not include hotel accommodation. Hotel information is available from the APSE secretariat on request.

The courses are intensive one day training programme days, which utilises a number of delivery mechanisms including: lecture; group discussion; group and individual exercises; and case studies to enable participants to take away learning and tools that can make a difference.

Programme

9.15 – 9.30 am	Tea & Coffee/Registration
9.30 – 9.45 am	Introduction Ice Breaker Programme Objectives Background to the event The role of IMSPA
9.45 – 10.45 am	The Stages of Successful Project management – an individual overview What is Project Management? The Project Management Triangle or Square? The Project Life Cycle Projects in Leisure - group exercise
10.55 – 11.00 am	People & Projects The Role of the Sponsor The Sponsor relationship
11.00 – 11.15 am	Tea & Coffee Break
11.15 – 12.30 pm	The role of a Project Leader Project Management Questionnaire Exercise Scoping– the five key questions Risks in Leisure Projects Planning the Leisure Project Factors to consider
12.30 – 1.30 pm	Lunch
1.30 – 1.50 pm	Ice breaker exercise Recap of Learning
1.45 – 3.00 pm	The Leisure project team ICT and Projects Current initiatives in Leisure Planning your leisure project
3.00 – 3.15 pm	Tea & Coffee Break
3.15 – 4.15 pm	Implementing the Project Keeping the Project on Track Project Review Project Evaluation Evaluation Checklist Exercise
4.15 – 4.30 pm	Programme Summary Delegate Feedback Certificates

Project Management in Leisure services- booking information form

For official use:

Del No:
 Date:
 Database: Y / N
 Confirmation: Y / N

Contact name: _____ Employer: _____

Address: _____

Post code: _____ Telephone: _____

Email: _____

Delegate name	Job title	Email address

Please state if delegates have any special requirements (dietary/access/information in alternate formats):

07 June 2012, Manchester

25 June 2012, Glasgow

Booking information: APSE will take bookings up to 24 hrs prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.

Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

Please tick which applies:

- APSE members:**
- 1 delegate: £139 + VAT per delegate per course
 - 3 or more delegates: £119+ VAT per delegate per course
(Discount only applies to delegates attending same date)

- APSE non members:**
- £225 + VAT per delegate per course

Please quote your purchase order number (if appropriate):

Booking confirmation: APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter by post within 10 working days of sending the booking form, then please contact APSE on telephone: 0161 772 1810.

Cancellation charges: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £50 administration fee. No refunds can be given for cancellations received less than 10 working days before the event or for non-attendance. Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £50 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us. The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:

APSE – 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP.

Tel 0161 772 1810 – Fax 0161 772 1811 - Email: jclough@apse.org.uk - Web: www.apse.org.uk



GB 11409

GB 11132

GB 14074

INVESTOR IN PEOPLE