



FASTPLAN™ WORKSHOP

1-DAY PROJECT PLANNING & TIME-MANAGEMENT EVENT

The Mill & Old Swan, Minster Lovell, Oxon
Friday 15th October, 2010
9:00 a.m. - 5:00 p.m.

*Book early-
only 15 places
available*

Who should attend:

ANYONE- individual or team - who wants to create an EFFECTIVE project plan for any area of their business.
Typical projects from past workshops have included:

- New business start-up plan
- Feasibility study for a new product
- Development/Launch plan for a new product or service
- Advertising campaign

Benefits:

- Focused environment to plan, using best-practice project planning techniques that result in more on time, on budget projects
- Reduced overall planning time due to focused planning effort
- Alignment and check of projects/goals with corporate/individual missions/values/strategic objectives to ensure the "right" projects are being done
- Networking opportunities with other delegates to cross refer services
- Small groups (15 delegates max), with two facilitators for 1-2-1 support during the planning process
- Simple, easy to implement time management techniques that will allow you to operate at maximum efficiency
- Interactive, hands-on planning approach that will keep you engaged and focused
- Significant cost savings compared to a bespoke on-site event (up to 75% less!)

What we cover:

- SWOT analysis of the opportunity (project) and alignment-check with corporate mission/objectives
- High-level project definition
- Detailed scope definition (WBS)
- Schedule creation
- Effective time management techniques
- NLP visualization techniques for optimum project performance

What previous workshop attendees have said:

- "What can I say, great venue, brilliantly presented, very professional, really useful, great people – I could keep going – Top Draw!! – *T.D - Senior Executive*
- Most enjoyed: "Being able to contextualize my dream and plan out a series of activities to make a start on it" – *D.H – VP Enterprise Solutions*
- About the facilitators: "It's clear each is an expert in their field and it was great to have the opportunity to pick up useful tools and techniques from both of them." *P.S – Manager, Corporate Communications*

Workshop Cost:

£225 plus VAT which includes the workshop, all materials, morning & afternoon refreshments & lunch

To Register:

Contact Allie Egginton on 01993 882735, email: Allie@plancoachsucceed.com.





About the facilitators:

Jane Morgan is a formally accredited project and program management Trainer, Consultant and Certified Co-Active Coach (CPCC). She received her MBA from the University of Redlands, California and currently consults and trains in all aspects of Project, Program and Portfolio management, as well as coaching individuals and teams using the innovative Co-Active Coaching approach.

Jane has over 20 years of world-wide experience working with Individuals, Start-Ups and Fortune 500 companies across a broad range of industry sectors including Banking, Telecommunications, Oil & Gas, Retail and Pharmaceutical. She is an experienced project and programme planning workshop facilitator, specialising in leading global team planning events for companies looking to expand or to roll out new products and services.

A certified PMP® and member of the Project Management Institute (PMI®), the ICF (International Coach Federation) and the Professional Guild of NLP, Jane is a Certified Professional Co-Active Coach (CPCC) and NLP Practitioner, as well as being an APMG Accredited PRINCE2®, Management of Risk (M_o_R®) and Managing Successful Programmes (MSP™) trainer.



Allie Egginton has 20 years of experience in organisation and system implementation/training, working with a variety of businesses including a national financial service provider, various charities, accounting practises and training companies. She holds a NEBSM Certificate in Supervisory Management and is a member of the International Society for Performance Improvement (ISPI)

In 2007 she launched Seamless Office Solutions Ltd, which helps organisations create and implement streamlined, efficient and cost effective administrative systems and procedures. Specialising in time management and planning techniques, Allie works in partnership with companies and their staff to achieve an organised, effective environment. In 2009, Allie joined the Plan.Coach.Succeed team and is responsible for Operations, while still providing customised time management solutions to key clients.

