



**illuminate**  
Coaching & Training



# Course Outline

Beginning Microsoft Project

# MICROSOFT PROJECT INTRODUCTION

## Overview

This course delivers practical techniques for building, monitoring and reporting on a project using Microsoft Project software.

## Target Student

Aimed at those with no existing formal Microsoft Project training this course arms you with real world skills enabling you to leverage the benefits of Microsoft Project on your next project.

## Prerequisites

No existing formal Microsoft Project training is required.

## Duration

1 day

## COURSE OUTLINE

### 1: Getting Started With Microsoft Project

- Topic A: Identify Project Management Concepts
- Topic B: Navigate the Microsoft Project 2016 Environment

### 2: Defining a Project

- Topic A: Create a New Project Plan
- Topic B: Define a Project
- Topic C: Assign a Project Calendar

### 3: Creating and Organizing Tasks

- Topic A: Add Tasks to a Project Plan
- Topic B: Import Tasks From Other Programs
- Topic C: Create a Work Breakdown Structure
- Topic D: Define Task Relationships
- Topic E: Schedule Tasks

### 4: Managing Project Plan Resources

- Topic A: Add Resources to a Project Plan
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

### 5: Finalizing a Project Plan

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan

## **Finding Candidates**

We will look at eight ways to recruit candidates during this session.

## **Advertising Guidelines**

During this session, we will look at some things to consider when writing a job ad.

## **Screening Resumes**

A resume screening guide can be a valuable tool when hiring. This session will discuss how to develop and use such a guide.

## **Preparing for the Interview**

Preparation is key to a successful interview. We will look at a preparation checklist and then participants will role play an interview.

## **Conducting the Interview**

This session will look at some key interviewing ideas, including the history of interviewing, criteria for objective interviews, behavioral interviewing techniques, and critical incidents.

## **After the Interview**

During this session, we will look at what participants should do after the interview. Special attention will be paid to methods of rating candidates.

## **Employee Orientation and Onboarding**

A good orientation is key to an employee's success. Participants will rate their company's organization. We will also discuss common problems and possible solutions.

**Follow the Leader**

In this session, participants will consider leadership skills through a fun activity.

## **Planning Training**

At some point in the life of almost every human resource professional, they will need to develop a training program. During this session, we will look at the training cycle and the process for performing a training needs assessment. Participants will also explore the advantages and disadvantages of internal and external training.

## **Working with External Providers**

During this session we will look at some criteria you should use when choosing an external person to provide services to your company.

## **Performance Reviews**

Performance reviews are a crucial part of helping an employee grow. During this session, we will explore the performance review process through individual exercises, a case study, and several lectures.

## **Attendance Management**

Absenteeism costs companies more money every year. Through a lecture and a case study, we will look at common causes and solutions.

## **Managing a Diverse Workforce**

This session will look at common diversity issues through group work and a lecture.

## **Privacy Issues**

The privacy of personal information is becoming a bigger and bigger concern with the advent of technology. During this session, we will discuss the 10 principles of personal information protection.

## **Compensation and Benefits**

During this session, we will discuss the role of compensation and benefits in retaining employees. We will also review the pre-assignment.

## **Managing Disciplinary Issues**

This session will look at a four step disciplinary system that can be applied to any situation.

## **Terminating Employees**

Firing an employee can be hard to do. Through discussion and a case study, we will look at some things to consider and some ways to make the process a bit easier.

## **Exit Interviews**

Exit interviews can be a great tool to help your company grow. We will discuss types of exit interviews and participants will receive a sample questionnaire.

## **Workshop Wrap-Up**

At the end of the workshop, students will have an opportunity to ask questions and fill out an action plan.