

PCMi



PCMi Limited

Training and development

This brochure provides an overview of some of our core training and development offerings. As an Open College Network (OCN) Centre, our courses are accredited and provide participants with a credit award on successful completion. For additional information and to access detailed course outlines please visit our website or email us.



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UK training and development funding

If you are an UK Director, owner or senior manager and have between 5 and 249 employees (part-time, voluntary and full time can all count towards this total) we may be able to help you gain access to UK government sponsored funding to support your training development with us.

For more information visit www.pcmi.co.uk/funding.htm or email us.

Launch of e-skills development

To support our array of professional skills courses we now provide e-skills training in complementary packages which, when used properly, assist in efficient working practices.

Visit our e-learning portal, www.pcmi.com, to find out more and to register.

About PCMi

Established in 2000, we have provided accreditation, consultancy, training and development services to a wide variety of public and private sector organisations throughout the world and we continue to work closely with two leading UK universities.



We have experience of working with some of the largest organisations in the world as well as Small to Medium size Enterprises (SMEs). Recognising that every business has unique needs, we ensure that the development solution is tailored to the business requirements and provides practical tools and techniques that can provide immediate benefit when a participant returns to the workplace.

Training locations

We provide training in house or at state of the art, dedicated training facilities around the world.

All of our public courses provide delegates with refreshments, lunch and practical courseware which serves as a useful guide on the job as well as an in course training manual.

We also provide training online at www.pcmitraining.com

Project Management

Project management is the process by which projects are defined, planned, monitored and controlled. Our range of courses are designed to meet the needs of individuals who are interested in finding out more about the discipline through to seasoned project managers.



Introduction to Project Management

This two day course is designed for individuals who are interested in becoming project managers and those who are currently managing projects but have no formal training.

The course examines the role of the project manager from setting up a project through to project completion and includes a range of techniques that assist in the project planning and delivery process.

Project Management Overview

This one day course is designed for those who are new to the discipline of project management or those who have not previously received any formal training.

The practical course provides an overview of the project management lifecycle and includes an examination of common causes of project failure.

Advanced Project Management

Our two day advanced project management course is designed for the more experienced project manager who is already leading projects and is responsible for one or more teams.

The course examines a range of topics including project organisation structures, project leadership, effective monitoring and control together and more complex project planning techniques required to organise a larger project.

Other related courses:

Effective Project Sponsorship

Business Analysis Overview

Risk Management

Project Finance

Business Case Decision Making

Supplier Management

Finance

An understanding of finance is vital in all levels of an organisation, from strategic decision makers to operational staff. Very often the financial information available is either not understood at all or misunderstood. These courses demystify the jargon associated with finance and empower individuals to confidently make appropriate use of financial data.



Strategic Finance

This one day course examines important strategic considerations including the use of financial records to develop growth strategies and using financial techniques to decide between multiple opportunities.

The course is designed for company decision makers who wish to gain an increased understanding as to how to use financial data to support strategic decision making.

Finance for non Financial Managers

This two day course is designed to enable participants to develop an understanding of profit and loss account, balance sheet and cash flow forecast and how these relate to each other.

The course is designed for anyone who needs to know about business finance in order to read, understand and interpret financial information and then use this to make informed decisions.



Project Finance

This one day course examines the process of effective budgeting within projects and also considers the financial appraisal as part of the business case.

The course is designed for project sponsors and those who wish to understand the financial planning and decision making process in more detail.

Other related courses:

Public Sector Finance

Commercial Awareness

Introduction to Tendering

Supply Chain

The supply chain involves all parties from the manufacture through to delivery and sale of goods and services. An efficient and effective supply chain contributes to business profitability and encourages long term working relationships between associated organisations.



Introduction to Tendering

This one day course is designed for anyone involved in the tender process or those who are likely to be in the near future. The course is suitable for individuals from all business sectors and features case studies from a variety of industries.

The course examines the basics of successful tendering and includes a consideration of how to access information on tendering and how to avoid common tendering mistakes.

Supply Chain Fundamentals

This one day course is designed for anyone who wishes to get an overview of supply chain concepts and processes.

The course considers what is meant by the term 'supply chain', how it works and why supply chain management is important.

Supplier Management

This two day course is suitable for anyone involved in the establishment of supplier agreements or the management of supplier relationships.

The course considers the supplier lifecycle, how to effectively negotiate and manage change during a contract and the process of establishing effective performance measures. The course shows how these can be used to ensure expectations are set and maintained, resulting in the development of positive relationships.

Other related courses:

Introduction to Importing and Exporting

Commercial Awareness

Strategic Finance

Effective Tender Assessment

Introduction to Supplier Selection

E-learning

Our e-learning courses are designed for those who cannot attend our instructor led training but wish to be able to benefit from our extensive range of practical training and development.

Visit www.pcmitraining.com

All of the courses within this brochure are available through our e-learning portal together with a range of e-skills courses in complementary software packages which assist in efficient working practices.

Our e-skills offering includes commonly utilised software packages including the range of software within the Microsoft Office suite and Microsoft Project.

To find out more about our e-learning offerings, pricing and course outlines, visit our portal at www.pcmitraining.co.uk

Pricing

Our courses are priced according to subject matter and duration.

Visit our website (www.pcmi.co.uk) to see the current course calendar and course cost or email us: training@pcmi.co.uk

3 and 5 day Skill Builder passport packages are also available for individuals who wish to benefit from a range of our courses.



Cancellation policy

Cancellations and transfers may be made without charge up to 4 weeks before the course commencement. The following cancellation charges will apply in all other cases:

Cancellation within 4 weeks of course commencement: 75% of course fee

Cancellation within 2 weeks of course commencement: 100% of course fee



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