# action fraction
## Lessons Learnt Facilitation

**Project Review & Lessons Learnt Skills**

The Facilitation Skills and Techniques course will provide you with the methods and practiced expertise to run effective meetings, away days and workshops, with confidence.

# The Offer

**Helping you to master project reviews that will improve processes across all future projects.**

You will learn how to conduct effective post project reviews that will add value to other project teams, be of use to management and ensure mistakes are not repeated on any of your projects.

# Benefits

**Save your business time and money once completed**
**Practical skills to use**
**Knowledge and expertise**
**Reduce repeated mistakes**
**Recognised & valued skills**
**Ideas and tips for success**
**People management**
**Develop personal capability**

## What is the content of the course?

This course will provide project managers with better methods for conducting project reviews (lessons learnt sessions). The aim is to ensure that project reviews are more effective, regularly used and produce better lessons and outcomes. You will learn the necessary techniques to ensure that you can fulfill this.

This course is fast paced, intensive and highly participative in order to cover the full content and ensure you get the most value from the day. There will be time included for practical sessions so that you can practice the methods and techniques you will learn.

## What will I learn on this course?

- Understand what 'effective project reviews' are and how they produce better project results
- Learn the key focus areas for conducting project reviews
- Practiced tools and techniques
- Engaging managers and teams
- Developing personal skills

- Advice and tips for avoiding 'blame sessions'
- Capability in the Five Whys and Five Actions tool set
- Methods for ensuring success and participation
- Managing resistance and negativity

## Who should attend this course?

This course is suitable for senior management and project managers who want to make improvements to how future projects are run, understand where there are delays or cost overruns, get project teams working better together, save themselves from repeated mistakes and develop skills in project review techniques.

## What else do I need to know?

This is a course run over 1 day at a cost of £1400 for up to 15 delegates.

We are able to provide this course either at your business premises or at a convenient location – please contact us and we can arrange a suitable venue for you.