

COURSE DIRECTORY



Qualifications, short courses and bespoke training programs



Gamified simulations and team building



Instructor-led virtual and ondemand online learning

What's different about our training programs

Tying the content and activities to real world applications allows participants to see how the skills relate to their job and supports them to overcome challenges hindering their work performance. Contextualising training in this way builds competence and confidence.

Modern concepts and theories

We support participants to meet the demands and maximise the opportunities of the ever-changing workplace.

Application of knowledge

Activities based on real projects and gamified simulations enable participants to apply new tools, techniques and mindsets in a realistic yet psychologically safe environment.

Embedded learning

After training participants are given access to "bite sized" video content to embed new ways of working and extend their learning journey.

- Content can be immediately applied to realistic, familiar workplace scenarios
- Practical instruction is centred around participants' pain points instead of abstract theoretical concepts
- People are given the chance to experiment in a safe environment and given specific feedback as they learn
- Multiple interactive methods including simulations, quizzes, case studies and independent reflection
- Sufficient time is given to fully debrief activities
- Training is goal orientated with measurable objectives along the way enabling participants to gauge their progress

Workshops and programs

BSB50820 Diploma of Project Management

Face-to-face training (6 x 1 day workshops)

Virtual Instructor-led training (4 x 10 day workshops)

Short Courses

Agile Foundations (1 day)

Applied Project Management (2 days)

Building Change Resilience (1 day)

Leading Project Teams (2 days)

Planning and Scheduling Projects (1 day)

Project Management Fundamentals (1 day)

Report Writing (1 day)

Simulations and Team Building

Game of Moans - Leading Change (4 hours)

Le Brouhaha - Agile Ways of Working (2 hours)

Mencken Madness - Project Management in Practice (4 hours)

The Battle - Leading and Managing Projects (4 hours)

The Pitch - An Introduction to Project Management (2 hours)

Need something specific to suit your organisation?

We can develop a course from scratch, or tailor an existing course, to suit the specific needs, industry and types of projects and programs undertaken within the organisation.



Developed in Australia by our
qualified in-house instructional
design team.

BSB50820 Diploma of Project Management

This industry based qualification will help you jump start your career by giving you the skills and confidence to step out of your comfort zone to engage in high impact projects.

Gain simultaneous qualification and certification

Our BSB50820 Diploma of Project Management available via:

- Public scheduled face-to-face training
- Virtual instructor-led training
- In-house training at your venue

Endorsed by the Australian Institute of Project Management (AIPM), the course results in dual qualification and professional certification as a Certified Practising Project Practitioner (CPPP)

Recognition of Prior Learning (RPL)

If you already have significant knowledge, skills and experience as a project manager, you may be eligible for Recognition of Prior Learning.

BSB50820 Diploma of Project Management

Duration

6 days (2 x 3 day blocks)

This advanced course will develop the knowledge and skills required to start successfully delivering projects. The tools and concepts learned in this course are essential for anybody who is serious about managing projects.

During the 2 x 3 day training blocks participants alternate between learning new project management concepts, processes, tools and techniques and applying these on a case study project.

The many practical activities will be completed while working in small teams of project professionals from diverse industries and technical backgrounds (or with colleagues from their organisation).

Qualifications issued by
Elemental Projects (Australia) Pty Ltd RTO code 45615

elementalprojects.com.au

Alignment with Other Standards

Course content and assessments are continuously updated in line with the following standards for project management:

- The Guide to the Project Management Body of Knowledge (PMBOK), 6th Edition, Project Management Institute
- Australian Institute of Project Management (AIPM) – CPPM and CPSPM competency standards
- The International Project Management Association (IPMA) – Individual Competence Baseline (ICB4)each
- The Global Alliance for the Project Professions – Project Manager Competency Standards
- The NSW Public Sector Capability Framework – Project Management capability level 4/5

What students receive

- BSB50820 Diploma of Project Management
- Automatic CPPP certification with the Australian Institute of Project Management (subject to AIPM membership)



Program structure and support

TRAINING BLOCK 1 3 DAYS



- **Module 1:** Initiating & Planning Projects

10 WEEK GAP



Work-based application with online assessor support

Submit Module 1 Assessment

TRAINING BLOCK 2 3 DAYS



- **Module 2:** Building & Leading Teams
- **Module 3:** Monitoring & Controlling Projects
- **Module 4:** Closing & Evaluating Projects

10 WEEK GAP



Work-based application with online assessor support

Submit Module 2, 3, 4 Assessment monthly

During the training blocks you will alternate between learning new project management concepts, processes, tools and techniques, and applying these on a case study project. The many practical activities will be completed while working in small teams

In the months after each training block, you will apply your new knowledge and skills on a real, work-based project, supported by assessors who will provide guidance, support and detailed feedback following each assessment, as you move through the four Module Assessments, aligned with the project life cycle.

Using this combination of training workshops and work-based application, you will formalise your existing knowledge of project management, pick up new skills, and hone your project management and leadership capabilities to maximise the success of your projects.

The course culminates in an interactive project management simulation designed to put your project management skills to the test in a fun and thought-provoking experience.

Course content

Module 1 - Initiating & Planning Projects

3 days

- The four types of projects
- How to classify a project (or work package)
- Aligning popular PM methodologies such as PRINCE2, Lean and Agile with your projects
- The PMBOK® Guide's 10 knowledge areas, four-phase project life cycle, and five process groups
- The Iron Triangle
- Cost of change, scaling for complexity, and planning
- The "Why Axis" – Developing a strategic understanding of the project and the benefits, outcomes and corporate goals that it supports.
- Concepts, terms, tools and techniques to launch a new project.
- Planning phase
- Developing a Work Breakdown Structure (WBS) and Network Diagram
- Scheduling and creating a Gantt Chart
- Developing a project plan

Module 2 - Building & Leading Teams

1 day

- The psychology of project management
- Emotional Intelligence
- Effective communication skills
- Critical thinking and decision making techniques
- Influence and persuasion techniques
- Managing conflict
- Fostering team work and collaboration
- Building resilience and stress management

Module 3 - Monitoring & Controlling Projects

1 day

- Executing work in accordance with the project plan
- Measure performance using Earned Value Management
- Develop Status Reports
- Manage information flow
- Run effective meetings and utilise Agile ways of working
- Monitor and control quality using a variety of Quality Control tools; and
- Manage emerging risks and issues throughout the Implementation Phase.

Module 4 - Closing & Evaluating Projects

1 day

- Review and evaluate your project
- Conducting a post implementation review
- Capturing 'lessons learnt'
- Mencken Madness Simulation

A gamified project simulation is run on the last day of training to synthesise the learnings and finish with a bang.

Short courses and workshops

We care about your personal and professional development.

Did you know on average, it takes more than 2 months before a new behaviour becomes automatic?

We want to help facilitate positive change so have support available at every stage of your learning journey including:

- Our team are available to talk to and help you find the right course
- Development of an Action Plan to set goals and celebrate achievements
- Post course learning modules sent regularly after training and available on-demand
- A range of tools and templates to use back on the job
- Coaching guides to enable managers support team members

The role of a project manager is complex, not only are you responsible for leading an entire project, but as the leader of a team you need to be able to adapt to different people, cultures, environments and situations.

Our short courses have been designed to develop a range of skills from being a good communicator, analytical and critical thinking, developing resilience and leading with authenticity.

Agile Foundations

This course includes the
Le Brouhaha gamified
simulation!

Duration

1 day

In 2001, a group of programmers and developers got together at the Snowbird ski resort in Utah to relax, ski ... and of course share ideas. Here the Agile set of principles and values was formed in response many software projects failing or taking much too long to complete, due in part to the “heavy weight” document-driven approach to the software development process.

Embrace an agile mindset to better respond to shifting business needs. This engaging course will step you through the values and principles covered in the agile manifesto to enhance communication and promote cross-functional collaboration.

Topics covered

- What defines a project from 'business as usual' work.
- How to adapt your approach depending on the type of project
- The Agile Manifesto
- Principles and concepts of the Agile approach
- The Agile project lifecycle
- What is scrum and how it works
- Conducting a daily scrum
- Constructing a user story
- Product backlog and sprint planning
- The task board

:Agile is an attitude, not a technique with boundaries. An attitude has no boundaries, so we wouldn't ask 'can I use agile here', but rather 'how would I act in the agile way here?' or 'how agile can we be, here?'

Alistair Cockburn - computer scientist and initiator of the Agile movement

Applied Project Management

Duration

2 days

Includes using your own project throughout the course to kick start your project management journey.

With organisations experiencing budget reductions, limited access to skilled resources and ever-increasing complexity, the successful consistent delivery of projects is essential. This means project managers need to be able to blend technical ability with strong business, leadership and people skills.

Aligned to the global standard for project management theory – the Guide to the Project Management Body of Knowledge (PMBok), attending this practical course will give 'accidental' project managers comprehensive knowledge of key project management concepts, practical management skills to develop a range of outputs, and the interpersonal skills to influence positive outcomes.

Topics covered

- The role of the 21st century project manager
- Why projects fail
- How to adapt your approach depending on the type of project
- Identify and communicate project benefits
- Understand the phases of a project, related process and outputs
- How key project management concepts relate to your projects
- Capturing the desired outcomes of clients, sponsors and other stakeholders
- Identify and confirm project deliverables
- Develop a project charter to understand the sponsor's needs and objectives
- Create a project management plan
- Develop a Work Breakdown Structure (WBS) to ensure deliverables, timeframes and costs are identified.
- Estimating duration and resource allocation
- Project Cost Estimate vs Budget vs Cash Flow
- Stakeholder analysis, engagement and communication
- Risk identification, assessment and management
- Develop a procurement plan
- Techniques for controlling time, cost and variance (change)
- Conduct a post implementation review and closing a project



Building Change Resilience

Duration

1 day

Leadership has been one of the most heavily tested skills during the ongoing COVID-19 crisis. With teams returning to the workplace as restrictions are eased, we are entering a new phase that will require leaders to support psychological safety and rebuild the resilience of individuals and teams.

This workshop will provide managers and leaders with the foundational skills to identify emotional triggers, implement coping strategies and develop a well-being plan to implement when returning to the workplace.

Using a discussion-based facilitation method, participants will have the opportunity to share their experience, concerns and insight to better prepare and lead their teams over the coming months.

Topics covered

- **Leading in a VUCA world -**
How volatility, uncertainty, complexity and ambiguity impacts leadership
- **The 5 change resistance triggers -**
Understand 'primary reward' or 'primary threat' circuitry in the brain and how this impacts behaviour
- **Emotional triggers -**
Get to know and understand emotional triggers and how to cope better in response
- **Emotionally Intelligent leadership -**
Develop self-awareness to enable you to read the emotions of others and respond appropriately
- **Becoming an empathetic leader -**
Techniques to develop mutual trust and understanding
- **Building resilience**
Practical tools to develop resilience so people having the ability to cope and adapt as events unfold
- **Coping strategies**
How mindfulness and imagination can help you to remain calm and support others
- **Building a team well-being plan**
Develop a well-being action plan to support ongoing psychological safety



Leading Project Teams

Duration

2 days

Leadership is different in projects, and never more so than in 2020. With the challenges presented from recent events, combined with our ever changing digitally driven world and 4 generations active in the workforce, it's critical project managers have leadership skills to guide, motivate and successfully lead a team.

Drawing on modern leadership practices and practical management tools, this course has been designed to provide anyone leading a project team with techniques to apply values driven leadership, develop emotionally intelligent behaviours and communicate with influence.

Topics covered

- The difference of management vs leadership
- Characteristics of a good leader
- How self aware are you?
- Developing your emotional intelligence (EQ)
- Communicating up, down and across organisations
- Removing barriers to listening
- Questioning techniques to strengthen managerial effectiveness
- Securing positive outcomes through difficult conversations
- The 4 elements of influence
- Leadership styles that motivate and get results
- Connecting organisational and individual values to project practices
- Maintaining resilience through change
- Developing a positive mindset

*I've learned that people will forget what you said,
people will forget what you did, but people will
never forget how you made them feel."*

Maya Angelou - Author and poet

Planning and Scheduling Projects

Duration

1 day

To get the most out of this course we recommend bringing your project schedule to work on.

The project schedule keeps your project going - communicating the work to be completed, who will perform the work and the time frames in which it is to be done. A solid project schedule will ensure all aspects are properly planned, balancing workloads and keeping people on track.

Depending on the length and complexity of your project your project schedule can range from a simple chronological task list, to a complex array of interrelated tasks and dependencies.

This in depth course will give you the skills to create master project plans, understand the impact of budget and develop a work breakdown structure (WBS) to deliver your projects on time and on budget.

Topics covered

- Techniques to identify and record project requirements
- Using a structured process to estimate project activities
- Tools to estimate task duration
- Developing a work breakdown structure (WBS)
- Use the WBS to create a network diagram
- Identifying the critical path
- Managing contingencies
- Determining if the project will be completed on schedule
- Resource allocation and managing effort
- Forecast and track resource usage

"The key is not what to prioritise what's on your schedule, but to schedule your priorities!

Stephen Covey - Educator, author and businessman

Project Management Fundamentals

Duration

1 day

Managing even the simplest of projects requires you to balance deadlines, a budget and the quality of work. So whether you're managing your own work-based project, or contributing to a larger project, it is essential you have the organisational and fundamental projects management skills to achieve what you set out to do.

This course will give you will gain an understanding of best-practice project management theory, processes, tools and techniques. Including the chance to practice applying fundamental tools such as developing a Work Breakdown Structure in small teams with the support of an experienced facilitator.

Topics covered

- Fundamental project management theory, terminology, concepts and processes
- Characteristics of a project – what makes them different to “business as usual” work
- The project life cycle and ten knowledge areas outlined in the PMBoK
- Key project management documents and the purpose and timing of each
- Key concepts applicable to all projects
- Initiate a project and develop a Project Charter
- Define the scope using a Work Breakdown Structure
- Develop a project schedule
- Allocate work to team members using a responsibility matrix
- Communicate and develop a Project Status Report
- Identify and manage stakeholders
- Close a project and develop a Post Implementation Review (PIR)

“I absolutely loved this course. Not just the tools being presented, but being able to apply them to real-life projects during the course gives me confidence in applying the concepts at work. An eye opener and a really positive experience for me.”

Mark - Finance Manager



Report Writing

To get the most out of this course we recommend bringing along your own reports to use in activities.

Duration

1 day

Reports are a valuable tool to keep stakeholders informed, support the decision-making process and demonstrate that your project is progressing as expected. When written in a concise and relevant way, they also serve to instil confidence so any potential concerns highlighted are clearly understood and the appropriate actions can be taken.

By learning how to adopt a reader-centric approach, this course will provide you with the written communication skills to develop your message in a concise way, reducing questions, and when required motivating action by clearly articulating potential problems and mitigation strategies.

Topics covered

- Different types of reports
- Best practice checklist
- Understanding your audience to deliver key messages effectively
- What to include ... what not to include
- Using images and graphics to add impact
- Planning to write
- Writing the project summary
- Issues vs risks
- Communicating issues, risks and actions
- Composition and structure
- Writing in active voice
- Editing and proof reading



Gamified simulations and team building

Gold Award winner
"Best Use of Gamification
and Simulation for
Learning"

Brendan Hall Group Excellence
awards for Learning (2019)

Our multi-award winning simulations are at the leading edge of adult education by providing a powerful experience that bridges the gap between theory-based learning and work-based application.

They enable a layered approach giving people the opportunity to practice new ways of working in a safe, controlled environment. Taking the sting out of failure, and protecting individuals from the risks of learning "on the job".

So what are simulations and how do they work?

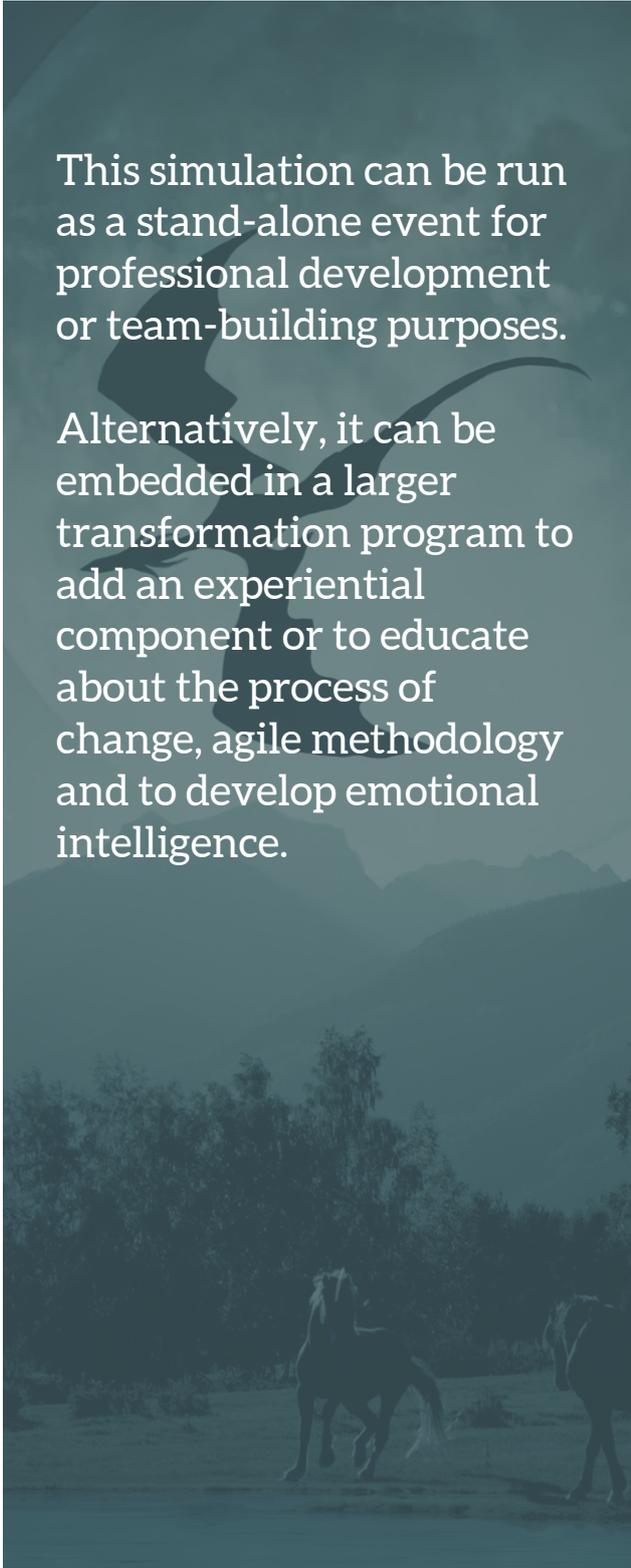
We create award-winning events in which participants work together to manage a simulated project. Along the way, teams are challenged by limited resources, strict deadlines, ambiguous quality requirements, emerging threats and opportunities, and unexpected twists, turns, and issues... all set against the backdrop of a hit TV show, medieval war game, iconic retro cartoon, or vivid online gaming platform designed to:

- Develop technical knowledge and skills in project management as well as a range of interpersonal competencies such as leadership, innovation, and communication
- Promote collaboration to support team-building to develop trust, understanding, and rapport between team members
- Support cultural transformations by rewarding desired behaviours, traits and attitudes
- Create a safe, non-threatening environment in which people can experiment, innovate, learn from failure, form new habits, and reflect

Game of Moans: Leading a change project

Duration

4 hours



This simulation can be run as a stand-alone event for professional development or team-building purposes.

Alternatively, it can be embedded in a larger transformation program to add an experiential component or to educate about the process of change, agile methodology and to develop emotional intelligence.

The challenge

Set in a fantasy world of dragons and monarchs, participants work in teams to support the newly throned Dragon Queen as she seeks to unite the people from the five Great Houses.

After seven seasons of war and cruelty at the hands of House Lion, will the introduction of fire-breathing dragons ('the change') end in success or mutiny?

Outcomes

To increase the acceptance of the change, participants need to devise an effective change strategy including:

- Identify established change management tools
- Incorporate Agile methods including planning sessions, sprints and retrospectives
- Conduct a change readiness assessment and post change impact analysis
- Support people transition through change by understanding why they resist

"If you don't like something, change it. If you can't change it, change your attitude."

Maya Angelo - American poet and civil rights activist

Le Brouhaha: Agile ways of working

Duration

2 hours

The French term “brouhaha” meaning hubbub; commotion; a babel of noise; cross talk ... sounds like projects to us!

Competition and merriment is what this simulation delivers, whilst simultaneously team-building, embedding knowledge and skills in Agile project management, and developing a range of behavioural competencies such as leadership and communication.

The challenge

Le Brouhaha pits two rival armies – Royalists and Revolutionaries – against each other in an all-out contest for glory and bragging rights in this super fun simulation incorporating Agile sprints, sprint planning sessions, sprint retrospectives, and of course French-speaking generals, drones and Nerf guns.

Teams must find a way to optimise their resources utilisation and seize opportunities, whilst balancing competing goals such as defence and attack, preparation and battle.

Outcomes

Teams are challenged to collaborate, adapt and problem-solve to conquer their enemy. This high-impact event illuminates core Agile concepts including:

- Minimum Viable Product
- Team-based planning
- Acting on lessons learned identified in retrospectives.

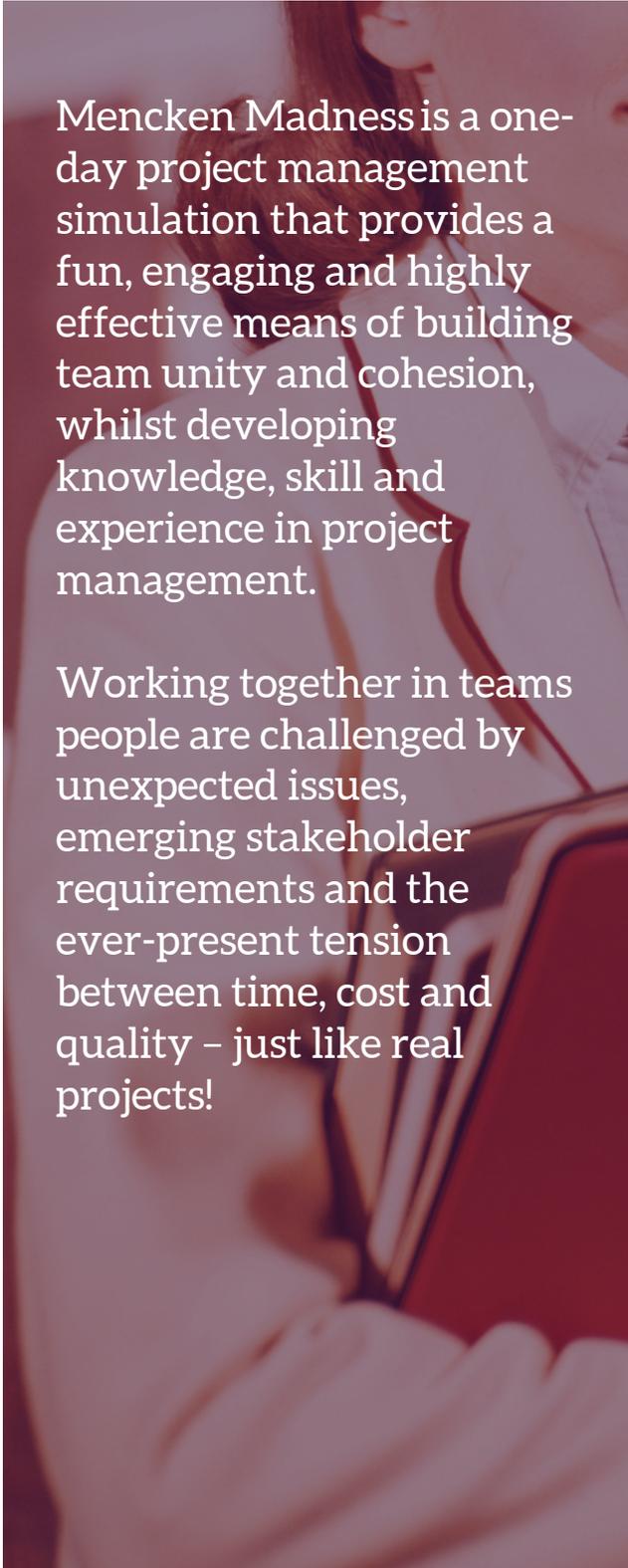
"It's not the strongest species that survives , nor the most intelligent. It is the one that is the most adaptable to change, that lives within the means available and works cooperatively against common threats."

Charles Darwin - English naturalist, geologist and biologist

Mencken Madness: Project management in practice

Duration

4 hours



Mencken Madness is a one-day project management simulation that provides a fun, engaging and highly effective means of building team unity and cohesion, whilst developing knowledge, skill and experience in project management.

Working together in teams people are challenged by unexpected issues, emerging stakeholder requirements and the ever-present tension between time, cost and quality – just like real projects!

The challenge

Set against a backdrop of the 1960s New York Advertising sector. Teams compete as rival advertising agencies to develop a winning advertising campaign and pitch this to their would-be client, Miss Mencken.

Outcomes

The experiential aspect of the simulation gives participants an opportunity to apply a range of technical project management tools and techniques in an environment that simulates the constraints and complexities of the workplace.

Developing the skills around scoping, scheduling, communication, risk management and project evaluation, as well as critical interpersonal skills and emotional intelligence to support effective teamwork, stakeholder engagement, and project leadership.

"Finding good players is easy. Getting them to play as a team is another story."

Casey Stengel - American baseball manager

The Pitch: Introduction to project management

Duration

2 hours



An introduction to project management through an engaging 2-hour team-based simulation. The Pitch combines learning, competition, humour and reflection in a vintage pop culture setting inspired by the popular TV series “Mad Men”.

This gamified simulation can be delivered as a stand-alone event, or as part of a broader seminar or team building day.

The challenge

Teams are transported to the competitive world of advertising in 1960's New York.

Everyone will be surprised and delighted with every twist of the simulation, whilst developing essential project management knowledge and skills via experiential learning and facilitated reflection.

Outcomes

Project Players work in teams and progress through the project lifecycle where everyone will be challenged to:

- Produce best practice project management documentation
- Apply project management skills
- Balance competing priorities
- Problem solve in the face of emerging issues and in a dynamic project context.

“Those who plan do better than those who do not plan, even though they rarely stick to their plan”

Winston Churchill - British politician, army officer, and writer

The Battle: Leading and managing projects

Duration

4 hours

Driving a culture of high performing collaborative teams, this highly interactive simulation can be delivered to groups of 50 - 200 people.

Supporting the development of emotional intelligence, social and political acumen, and the leadership skills essential for delivering successful projects in today's volatile, uncertain, complex and ambiguous (VUCA) environment.

Our team can work with you to customise the event to reflect the organisation's unique internal project management environment methodology, tools, roles and signature behaviours (culture).

The challenge

Set in a post-apocalyptic world people work in teams within opposing armies to prepare for battle. Challenged to draw on their project management and leadership skills to build a working war machine on-time, on-budget, and on-specification.

Outcomes

Developing the skills around scoping projects, scheduling, budgeting, quality management, risk and issue management, reporting and project evaluation.

As well as these technical project management skills, participants develop critical interpersonal skills and emotional intelligence to support resilience, stakeholder engagement, inter- and intra-team collaboration, and project leadership.

"Those who plan do better than those who do not plan, even though they rarely stick to their plan"

Winston Churchill - British politician, army officer, and writer

Online training and accreditation

Our online training puts you in the driver's seat of your professional development. Based on Elemental Project's Diploma program with the advantage of having access to training as and when you need it.

- Individual and volume licencing options available
- Access to templates and tools for use in the workplace
- Revelant local content developed in Australia



Content delivered online available on demand
Access to lessons, materials and assessments online.



Video tutorials with quizzes
Broken down into 5-10 minute lessons.



Developed in Australia
By our qualified in-house instructional design team.



Awards and recognition

- ★ **Best Use of Games & Simulations for Learning - Gold Award**
Brendan Hall Group (2019)
- ★ **Best Use of Gamification & Simulation for Learning - Highly commended**
Australian Institute of Training & Development (AITD) (2016 & 2018)
- ★ **Best Team Building Project - Platinum Award**
LearnX Impact Awards (2017)

Empowering purpose driven projects

In support of 'good work, done well', Elemental Projects launched the SDG Project Management Scholarship for project teams whose projects align with one or more of the 17 Sustainable Development Goals published by the United Nations in 2015.



Clients and partners

Our team have worked with the following organisations directly or in partnership with the John Grill Centre for Project Leadership, Access UTS, the Australian Institute of Management, TAFE NSW, Academy Global, Kaplan Professional Education, ACU or Defence Connect:

Defence, Engineering, Construction, Utilities

Defence Materiel Organisation (DMO) & Capability Acquisition & Sustainment Group (CASG)
Lendlease
Thales Australia
Roads & Maritime Services (RMS)
Turnkey Engineering
Geodis Wilson
DB Schenker
SMEC
Sydney Water

Environment, Indigenous

NSW Department of Planning, Industry & Environment (DPIE)
NSW Environmental Trust
NSW Office of Environment & Heritage
Environmental Protection Authority (EPA)
Environmental Earth Sciences
Local Aboriginal Land Councils (multiple)
Willing Consultancy

Health, Education, Community Service, NFP

University of Sydney
John Grill Centre for Project Leadership
Centre for Continuing Education
Australian Catholic University
NSW Department of Education
City of Ryde
Willoughby City Council
Catholic Education Office
Bupa
Sydney IVF
Catholic Care
Hammond Care
Just Better Care
Australian Red Cross Blood Service
Amnesty International Australia
Solomon Islands Government

Financial Services, Telco, Business

Gilbert & Tobin
Optus
Commonwealth Bank of Australia
Westpac Banking Corporation
Macquarie Bank
MicroChannel Services
NRMA
Samsung
Gloria Jeans Coffees
Reckitt Benckiser
Cegedim Market Research
Standards Australia
Pernod Rickard
Solomon Islands Government