Wellingtone
Your PPM Capability Improved. **Guaranteed.**

Crown Commercial Service Supplier

Gold Microsoft Partner
Microsoft

IPMA» SPAIN
international project management association

APM Training Provider Accreditation

P3M3
AXELOS CONSULTING PARTNER

Innovative Project Management Training for You and Your Organisation

LEADER
For PMO Training
COURSE CONDUCTOR
Winter 2019

APM
Training Provider
Accreditation

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About Wellingtone

We are a project management training and consulting company delivering over 20 years of great experiences for our clients.

We are the only organisation worldwide that is both an Association for Project Management (APM) **Accredited Training Provider and a Microsoft Gold Partner** with the Project & Portfolio Management (PPM) specialisation.

We have authored more project management training courses that have been independently assessed and accredited by the APM than any other organisation. Our PMO Practitioner is the **only course worldwide** to have been independently Accredited by two project management professional bodies; the APM and the IPMA.

You won't find any generic off-the-shelf PRINCE2 courses here. All **our courses are unique** and all can be customised to align with your exact training needs. We deliver in-house courses remote live or in person. We also run a public course schedule.

Our courses are innovative, delivered by our own senior consultants and receive amazing feedback.

Delegates Feedback

Wellingtone
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SELFRIDGES&Cº

Thank you so much for delivering a great course it's probably the best delivered course I have been on especially with the way you could answer all questions ... your range of knowledge was amazing!

sse

Very informative training would definitely recommend. The trainer was obviously an expert in this area, and very approachable with any issues. As someone who had no knowledge beforehand of Projects, I came away learning a vast amount of information.

JD

The trainer was great, made everyone feel comfortable with asking questions. Did great re-caps to help us remember. Like the anecdotes and kept the session light.

Chubb
POWERED BY **APi GROUP**

I thought the training was excellent - This is my first on-line course, and I was a little sceptical and nervous, but I found it very very good, better that in the classroom environment. Excellent trainer. Thank you very much.

NHS
Northumbria Healthcare
NHS Foundation Trust

Well-constructed training with chance to openly ask questions when needed and gave many useful hits and tips with the learning I can put to use immediately

Basildon Council

The trainer was very informative throughout the training course. Her training method was unique and well received as for practice exam questions rather than just telling us which one was right, she would explain each as to why the other choices are wrong. In addition to her use of analogies helped people understand and visualise the points she was putting across.

AECOM

She is amazing, really good trainer. Positive, patient and she made sure everyone followed the course. I have gained so much knowledge from this course.

BDO

Goodbye PowerPoints and Excel spreadsheets, hello real-time collaboration in Project for the Web! Great learning experience, thank you! And, might I add: kudos for answering all questions under the sun with loads of patience :)

ea
Education
Authority

The trainer was excellent, her pace, knowledge and interactions were brilliant the day flew, I feel I have a very good understanding now, ... I have learnt so much from her. Thank you!

Kent Fire & Rescue Service

The training was extremely clear, engaging, and relevant throughout.... Well executed and engaged. The scenarios were precise and reinforced understanding.

Home Office

As always - brilliant trainer. Well-paced, well-structured with plenty of time for questions. Really enjoyed it.

Delegates Feedback

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City of Westminster

The trainer was excellent! She coped really well with a diverse group of people who had a varied knowledge. She was patient, encouraging and didn't make anyone feel embarrassed for asking silly questions.

POLICE DIGITAL SERVICE

The trainer was awesome! She knows what she is talking about and I learnt a lot on the new PM system we now have in place at PDS. Really good training!

WATCHES OF SWITZERLAND

*The trainer was amazing and showed great understanding about Project Management.
She went through the course at a steady pace and explained everything properly. I thoroughly enjoyed her training and hope to be trained by her again!*

UKRI Innovate UK KTN

She is a great trainer and did particularly well to host this over 4 half days via zoom whilst still keeping it interactive and engaging. A true skill.

zoetis

*The trainer was exceptional - mixed experience class from around the globe and managed to keep everybody engaged.
It's my second training with Wellingtone and it's always interesting, well organized and encouraging.
I would recommend their structure for project management learnings.*

ao

The trainer was fantastic for the 2 day course. She went through everything in great detail and gave hints and tips for examples that I can use in my day to day work. I wasn't confident on 1 section and she offered to start the course 30 mins early to go through anything in more detail to help understand the area.

KENT POLICE

The trainer was excellent, engaging and enthusiastic, really made the content come alive, The way she explained the subjects really helped and I understood so much more than I did just reading the book. The additional workbook, the one that replicates the slides was very effective, it provides a concise version of the information in the book and adds some extra detail in as well.

COMMONWEALTH WAR GRAVES

Really enjoyed this course - liked the style - which wasn't just a read through of slides - it was interactive, and obvious that she really knew her subject - she was able to adapt and flex dynamically in response to questions and topics raised - an excellent trainer.

ASDA

The trainer was excellent, thoroughly enjoyed her delivery style, thanks!

Capita

The training was really informative, plus course material very good. Thank you.

Panasonic

The trainers ability to tailor content to clients need coupled with their professional, lively and engaging delivery style made them able to connect with anyone regardless of their starting point.

Customised Project Management Training

We Review

We review your existing PPM methodology, governance & key messaging for training. We discuss your training objectives and delegate training needs.

We Create & You Approve

We have considerable expertise creating customised PPM training and maintain a large library of topics, exercises & even project management games. We develop your branded courses ready for your approval.

We Deliver

Once you've approved your project management courses we can deliver them anywhere, incorporating qualifications such as the APM PFQ or your own in-house exam. All delegates receive a digital certificate and badge that they can share with their peers.

We create customised training to complement your defined project, programme and portfolio methodologies, governance & technology. Courses can be combined with the APM Project Fundamentals Qualification (PFQ) or the Project Management Qualifications (PMQ) as well as our own APM Accredited professional courses. Enable **Project Managers**, **Sponsors**, the **PMO**, **Project**, **Assurance** & **Audit Teams** to benefit from the very best practical training perfectly designed to meet their training needs, 100% aligned with your organisation.

Our Approach to remote-live & Classroom Training Delivery

APM
Training Provider
Accreditation

Our customised project management courses focus on practical tools & techniques and are rich in exercises, discussion and techniques delegates can immediately apply. Exercises typically use delegates own project experience to bring the content to life.

Courses are delivered remote live using MS Teams or Zoom as well as face to face. Remote live delegates receive the **Wellingtone Training Pack** via DPD courier direct to their preferred address. Many clients look to include an APM qualification with 2-day courses incorporating the **APM Project Fundamentals Qualification (PFQ)** and 5-day courses incorporating the **APM Project Management Qualification (PMQ)**. We administer and invigilate the exams, all of which are undertaken online.

Include APM Qualifications in your customised training

The **Association for Project Management** is the award winning Chartered Body for Project Management in the UK and a member of the IPMA. With over 35,000 individual members and 450 corporate members the APM qualifications are recognised internationally.

Wellingtone is a long standing APM Accredited Training Provider delivering the APM Project Fundamentals Qualification (PFQ) and the APM Project Management Qualification (PMQ) as in-house courses for our clients.

APM Project Fundamentals Qualification

The APM Project Fundamentals Qualification is very popular with our clients and often forms part of a customised 2 or 3 day course. Almost all candidates we put forward for the exam pass and our pass rate is significantly above average at 97%. The APM exam fee is £165.

This qualification is ideal for anyone looking to gain professional recognition of their project management knowledge, whether they are new to the role or have years of experience. We deliver this course with a keen eye for practical application of tools and techniques; from building a plan to assessing risks and engaging stakeholders.

APM Project Management Qualification

The APM Project Management Qualification is the blue ribbon certification for professional Project Managers. We typically deliver this course over 4 days, with a 5th day being spent preparing for and sitting the 3-hour exam. All our delegates receive the comprehensive APM PMQ Study Guide and we recommend undertaking the course over a 2 or 3 week period to allow time for exam preparation outside of core course hours. We'll hold you hand through the whole process and ensure you are in a great place to succeed! The APM exam fee is £425 per delegate.

This qualification is ideal for those looking to build on their practical project management experience or PFQ. We deliver this course with a keen eye for practical application of tools and techniques; from building a plan to assessing risks and engaging stakeholders.

97%
Our pass rate of 97% is significantly higher than the average pass rate from ATPs.

72%
This exam requires preparation and our pass rate is significantly higher than the average ATP which is closer to 50%.

EXAMPLE Course for Project Managers

Typically a 2-day course for Project Managers incorporating the **APM Project Fundamentals Qualification (PFQ)**, enable delegates to understand best practice tools & techniques as well as gain a professional qualification. The course is customised to reflect your defined PPM methodology focusing on practical techniques, and how your methodology can be applied to their own projects. Those looking to take their delegates to the next level can also incorporate the **APM Project Management Qualification (PMQ)** typically delivered over 5 days enabling your colleagues to attain the industry "blue ribbon" professional qualification.

Whether remote live or in person this project management course includes lots of delegate interaction with exercises & discussions.

Day 1 – Typical Topics

- **What is Project Management?**
- **Time, Cost & Quality**
- **Agile vs. Waterfall**
- **The Project Lifecycle**
- **Calculating ROI**
- **Roles Within a Project**
- **Team Leadership**
- **Building a Plan**
- **Estimating Techniques**

Day 2 – Typical Topics

- **Personal Time Management**
- **Risk & Issue Management**
- **Change Control**
- **RACI Matrix**
- **Cost & Contingency Management**
- **Stakeholder Engagement**
- **Project Communication**
- **Project Reporting**
- **APM PFQ exam prep & invigilation**

EXAMPLE Course for Risk Management

Typically a 1-day course designed to address the growing need for effective risk management in organisations. As one of the more challenging disciplines to embed the course provides a combination of theory, practice, and customisation to provide a complete picture of how to benefit from best practice practical risk management. This course is for project management professionals delivering, assuring or implementing risk management.

Day 1 – Typical Topics

- **What is Risk Management**
- **The People Side of Risk**
- **Risk Industry Overview**
- **Corporate versus Project Risk**
- **Benefits of Risk Management**
- **Methods for Risk Analysis and Management**
- **Practical Risk Process**
- **Case Study and Collaboration Workshop**

APM Accredited Professional Courses

As an Accredited Training Provider of the Association for Project Management (APM); the Chartered body for project management, we are proud to have authored more training courses that have been independently accredited by the APM than any other organisation. Our exclusive range of ground-breaking courses demonstrate our thought leadership and innovation. APM Accreditation offers assurance for those looking to access the best project management professional development available.

PMO Practitioner

This 2-day course is designed for PMO practitioners of all levels who are setting up, delivering, managing or transforming a PMO. It will develop skills and help you to bring your unique & best-in-class PMO to the forefront of your organisation.

Learn More

Project Assurance Practitioner

This 2-day course provides a comprehensive and practical view of the strategies, competencies required, and tools & techniques available to design, set up and deliver effective and integrated Project Assurance.

Learn More

Legal Project Management (LPM)

This **1-day** course is designed for lawyers, LPMs and other legal industry professionals. Our course includes Legal Project Management document templates and a LPM Toolkit that all delegates are free to use

Learn More

Change Management Practitioner

This **2-day** course addresses the growing need for Project Managers, PMO teams and PPM practitioners to bring change management principles and best practice to their delivery processes.

Learn More

Sponsoring Successful Projects

This **1-day** course is designed for project & programme Sponsors. This practical course provides comprehensive guidance on project sponsorship and the importance this role plays both for the project and the organisation.

Learn More

Agile Project Management

This **3-day** course provides a thorough understanding of Agile best practice and how it can be applied. This innovative course is itself run using Agile principles enabling delegates to live the approach for themselves.

Learn More

PMO Leader

This **3-day** course focuses on the dark arts of PMOs, such as benefits realisation, resource and knowledge management, and it will expose delegates to the latest thinking and trends shaping the Future PMO. **Delegates must have undertaken the PMO Practitioner course.**

Learn More

Syllabus Aligned to APM & PMI BoK

Courses aligned to the APM and the PMI Bodies of Knowledge which ensures a balanced view.

Continuous Development Hours

The APM, IPMA & PMI will accept the course as part of your continuous development hours.

Legal Project Management Training Course

APM
Professional
Course
Accreditation

The **1-day** Legal Project Management (LPM) training course reflects the unique needs and challenges of the legal profession & matter management. Wellingtone has authored this LPM training course specifically for fee earners, legal professionals and in-house legal teams. This is the only course of its kind to have been independently assessed and Accredited by the APM.

The UK legal sector is worth almost £26 billion, according to research commissioned by the Law Society. This headline masks the changing face of legal services and the demand for more efficient ways of working. New market entrants, demands from project management savvy clients and the shift to alternative fee arrangements, in particular fixed fees, all necessitate change in the industry. Those who embrace this change through best practice LPM will succeed, whereas firms that fail to equip themselves for the challenge will undoubtedly suffer.

Course Agenda

- **The benefits of applying LPM**

- **The LPM matter lifecycle & stage gates**

- **LPM roles & responsibilities**

- **Matter scoping & planning**

- **Resource estimating, task allocation & tracking**

- **Team leadership, delegation & empowerment**

- **Cost estimating & earned value management**

- **Risk & issue management**

- **Scope & budget change control**

- **Stakeholder engagement**

- **Reporting & matter communications**

- **Lessons learned & continuous improvement**

Change Management Practitioner Training Course

The **2-day** Wellingtone Change Management Practitioner training course has been designed to address the growing need for Project Managers and PMO teams to bring practical best practice change management principles to project & programme delivery.

Change Management best practice is recognised as a critical element for project success and transformation change. This training course is for project and programme management professionals and PMO practitioners alike, and those who have a keen interest in understanding change management in the delivery context, and those delivering initiatives that impact people.

The course syllabus is aligned to the APM, IPMA and PMI bodies of knowledge, which ensures we offer a balanced view across the many facets that relate to the project management profession.

At the end of the day, delegates sit a 60-minute multiple-choice examination. Successful candidates are awarded a Wellingtone Accredible certificate recognising their achievements.

Course Agenda

- **Change Management Overview**

- **People and Change**

- **Responsibilities in Change**

- **Defining the Why**

- **Impact and Readiness Assessment**

- **Stakeholder Engagement**

- **Plan the Change**

- **Implement the Change**

- **Follow up and Reinforce**

- **Managing Change in a Virtual World**

Project Sponsor Training Course

APM
Professional Course Accreditation

The 1-day Wellingtone Project Sponsor training course is designed for project & programme sponsors. This practical course provides comprehensive guidance on project sponsorship and the importance this role plays both for the project and the organisation.

According to the NAO and their 2015 annual review of projects; "The effectiveness of the project sponsor is the best single predictor of project success or failure". Yet so many people are asked to sponsor a project or programme with little or no training. How can we expect them to be effective in this role? We can customise this course to meet your exact training needs and deliver condensed versions appropriate for executive briefings.

The Course Aligns with these Best Practice References
- The Association for Body of Knowledge (APMBOK) 7th Edition
- Project Sponsorship by David West. Gower. 2010
- Sponsoring Change. A Guide to the Governance Aspects of Project Sponsorship. 2nd Edition. The Association for Project Management

Course Agenda

- **Explain the role of the Project Sponsor**

- **Explain how this role interacts with the organisation & the Project Manager**

- **Describe what to expect from their Project Manager**

- **Create an Action Plan for their role as a Sponsor**

- **Understand best practice and how it can be applied**

- **Understand the critical importance of the Sponsor to success**

Agile Project Management

ON OUR
PUBLIC COURSE SCHEDULE
Wellingtone

APM
Professional Course Accreditation

This **3-day Agile Project Management** training course has been designed to address the growing need for Project Managers, Programme Managers and PMO teams to gain a thorough understanding of best practice Agile ways of working.
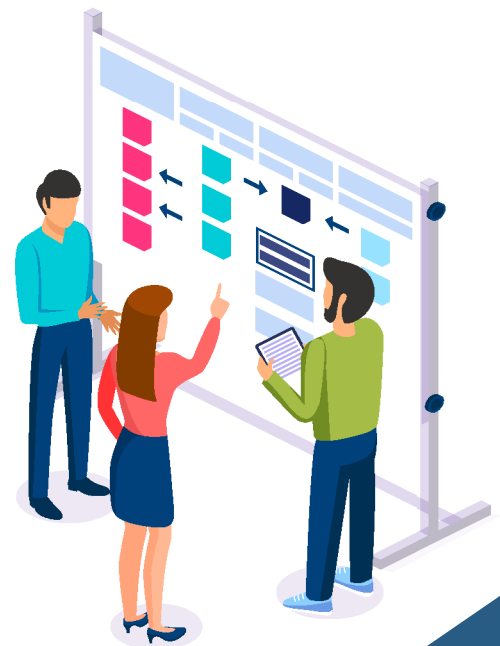
This innovative course is perfect for anyone with an interest in understanding & applying Agile ways of working. It is also suitable for Sponsors and senior decision makers wanting to gain a thorough understanding of Agile for themselves enabling them to identify, adopt and champion more Agile ways of working.

The course syllabus is aligned to the **APM, IPMA** and **PMI** bodies of knowledge, which ensures we offer a balanced view across sources of best practice. This innovative course is itself **run using Agile principles** enabling delegates to live the approach for themselves.

This 3-day has a 45-minute multiple-choice examination at the end of Day 3. Successful candidates are awarded a Wellingtone Accredible certificate recognising their achievements.

Course Agenda

- **Agile Overview**
- **When to Use Agile**
- **Agile Roles**
- **Key Tools and Outputs**
- **Managing Agile Projects with Scrum**

- **Planning & Estimating**
- **Tracking Progress**
- **Choosing your WoW**
- **Transitioning into Agile**

PMO Practitioner Training Course

The **2-day** Wellingtone PMO Practitioner training course is at the core of the Wellingtone PMO Academy, and lifts the lid on the complexities of the PMO & challenge to deliver value. It shines a light on the mechanics of successful PMOs with a syllabus covering everything from the **PMO context** to **successful implementation** and introduces delegates to the **Wellingtone PMO Competence Framework** and **Maturity Model**.

The PMO Practitioner is designed for our internationally recognised PMO practitioners, Emma Arnaz Pemberton & Marisa Silva the PMO Practitioner course is designed for anyone who has a keen interest in PMOs, practitioners (new and existing) that are delivering, managing, implementing or transforming a PMO. It enables PMO people to develop their skills to bring a best in class PMO to the forefront of their organisation.

At the end of day, 2 delegates sit a 1-hour multiple-choice examination. Successful candidates are awarded an APM Accredited Certificate recognising their achievements. Following successful Accreditation as a PMO Practitioner delegates gain access to the exclusive **Wellingtone PMO Leader course**.

Course Agenda

- **The PMO Operating Environment**
- **The P3 Lifecycles**
- **The PMO Journey**
- **The PMO People**
- **The PMO Implementation Life Cycle**
- **The Need for PMO**

- **The PMO as a Service Provider**
- **The PMO Value**
- **The PMO Maturity**
- **The Embedding of PMO**
- **The PMO & Organisational Change**

PMO Leader Training Course

The **3-day** Wellingtone PMO Leader training course is exclusively for those who have already completed the Wellingtone PMO Practitioner training course. This truly ground-breaking and innovative course is designed for those pioneering the PMO in their organisations, who want to venture into new and uncharted territory dealing with the most challenging aspects of leading a PMO.

This course pushes the boundaries of PMO learning as it is the first of its kind with **Project-based Learning** at its core to encourage critical thinking and reflective practice over an extended period, supported by our most senior PMO consultants through regular **mentoring sessions over a 60 day period. This course is delivered only in the classroom.**

It's aimed at experienced and passionate PMO practitioners who want to be at the forefront of PMO theory and practice and make their PMOs critical to business. It focuses on the dark arts of PMOs, such as benefits realisation, resource and knowledge management, and it will expose delegates to the latest thinking and trends shaping the future PMO. Designed with impact at its heart to ensure that your PMO and organisation get a solid return on investment through beneficial change. **Successful completion of the PMO Practitioner course is a pre-requisite for the PMO Leader course**

Course Agenda

- **The State of the PMO**
- **Resource Management**
- **Benefits Realisation Management**
- **Knowledge Management Best Practices**
- **Portfolio Selection and Prioritisation**
- **Building the PMO Culture**
- **Leading the PMO**
- **The Future of PMO**
- **PMO Consultation**

Project Assurance Practitioner Training Course

The **2-day** Wellingtone Project Assurance Practitioner training course provides a comprehensive and practical view of the strategies, competencies required, and tools and techniques available to design, set up and deliver effective and integrated project assurance in organisations. The course emphasises an approach of **'learning by doing'**, which sees delegates using a case study from end-to-end, enabling the doing of the right projects in the right way, and allowing opportunities to develop certain key soft skills relevant to Project Assurance Practitioners, such as giving and receiving feedback.

Project assurance provides confidence to stakeholders that projects in the portfolio will achieve their scope, time, cost and quality objectives, and realise their benefits. This course has been authored by Wellingtone with contributions from leading Assurance practitioners across industry and provides delegates with the knowledge to implement Integrated Project Assurance.

Course Agenda

- **Introduction to Integrated Assurance**

- **Principles of Integrated Assurance**

- **Organisational Landscape of Integrated Assurance**

- **Dimensions of Integrated Assurance**

- **Levels of P3 Integrated Assurance**

- **Integrated Assurance Review Types**

- **Integrated Assurance Review Types**

- **Integrated Assurance Tools and Techniques**

- **Developing an Integrated Assurance Model**

- **Implementing the Integrated Assurance Plan**

Public Training Courses Dates

APM Professional Course Accreditation

We have authored more courses that have been independently Accredited by the APM than any other organisation. You can benefit from our ground-breaking training through these public courses.

APM Accredited PMO Practitioner

2024

FEB	2024	Remote
APR	2024	Remote
JUL	2024	Remote
OCT	2024	In-Person

APM Accredited PMO Leader

2024

| MAY | 2024 | In-Person |
| OCT | 2024 | In-Person |

APM Accredited Project Assurance Practitioner

2024

FEB	2024	Remote
MAY	2024	Remote
JUL	2024	Remote
NOV	2024	Remote

APM Accredited Change Management Practitioner

2024

| MAR | 2024 | Remote |
| SEP | 2024 | Remote |

BOOK HERE

Microsoft Technology Training Courses

Wellingtone
Your PPM Capability Improved. Guaranteed.

Gold
Microsoft Partner

Microsoft

As a Microsoft Gold Partner with the Project & Portfolio Management Specialisation, we deliver a range of Microsoft Project training and other related courses.

Our courses include **Microsoft Project, Microsoft Project Online, Microsoft Project for the Web and Power BI**. They are designed to meet the needs of all user groups including Project Managers, Resource Managers, Team Members and Decision Makers.

All courses are available both as classroom or remote live learning. Delegates always receive hard copy training material and a Digital Learning Certificate.

Live Remote Microsoft Project Training

Our remote Microsoft Project training courses enable learners to benefit from live and interactive training from the comfort of their home or office. Prior to delivering the course(s) we would run a test meeting to ensure there are no technical issues.

All delegates will receive a hard copy of their training material in the post before their scheduled training. Upon successful completion, delegates will receive a digital learning certificate.

Home Office

"Excellent knowledge from the trainer with practical help and tips. Really thorough, with fantastic advice especially as the course was delivered remotely."

serco

"Excelent course! The trainer had great depth of knowledge and there were lots of practical exercises on the system, wich was very useful."

Crown Commercial Service

"I felt the training was very useful for me, and although I am not a practitioner, it gave me the insight and overview I needed for fully understand the application. The trainer was also very good."

Wellingtone

Your PPM Capability Improved. **Guaranteed.**

Microsoft Partner — Gold Project and Portfolio Management — Microsoft

P3M3® — AXELOS CONSULTING PARTNER

Crown Commercial Service Supplier

APM Association for Project Management

Established over 20 years we work with organisations of all sizes and industries. Uniquely, we are the only organisation worldwide that is a **Microsoft Gold Partner** with the PPM competency, an **AXELOS P3M3 Consulting Partner** and an **APM Accredited Training Provider**. In fact, we have authored more training courses that have been independently Accredited by the APM than any other organisation. Our ground-breaking courses, industry-leading publications and reputation set us apart. Contact us, we would love to hear from you.

Consultancy

PMO, P3M3 & Project Management Maturity Assessment

Project Management Methodology & Governance

Project Kick-off, Project Recovery & Project Lessons Learned

PMO Set Up & Transformation

Legal Project Management

Technology

Microsoft Project Online

Microsoft Project for the Web

Microsoft Power Platform

Power PPM

PPM Support

Training

Customised Project Management Training

APM Accredited Training Courses

Microsoft Project Training

Wellingtone eLearning Academy

PMO Training Academy

Legal Project Management

Our Locations

Our corporate head office is in the historic Royal town of Windsor, convenient for London & Heathrow. Our clients are global; beyond our European home, as far afield as Dubai, Hong Kong & Latin America. We are a multi-cultural, multi-language consultancy with native speakers in English, Spanish and Portuguese.

United Kingdom

Ireland

Spain