

10 steps for a SUCCESSFUL PROJECT!



DECIDE

in collaboration with your colleagues what activities you will organise and what tools you will use

INFORM

your head teacher, other colleagues and your students about the project and invite your students in the TwinSpace

USE

the TwinSpace communication tools: Twinmail, Teacher Bulletin, Discussion Forums

INTEGRATE

collaborative activities into your eTwinning projects, team the students up in transnational groups and assign roles, or team your students up according to their interests/ talents. Try to have a concrete outcome as a result of the collaborative work, eg. an ebook, a shared story, a video etc.

GET

recognition for your project: Apply for a Quality Label, put your project forward for awards and prizes and promote your project on the website of your school, the school community and at different educational events.

CREATE

a detailed schedule of your activities (deadlines for the activities and holidays in each school)

AGREE

upon the activity rules together with your project partners and publish them on the TwinSpace

PLAN

your TwinSpace with core and create Pages for each of the activities you will organise with a short description on the top of the page

ADD

a regular live element: Chat or Live event

PROVIDE

feedback by:

- encouraging students to comment on each other's work
- integrating ongoing assessment activities;
- updating the public journal with new activities introduced or the ones accomplished, and
- asking students to comment on their experience there.

10 Steps To Successful Project Management 10

Michael B. Ayers, William A. Sommers



10 Steps To Successful Project Management 10:

10 Steps to Successful Project Management Lou Russell, 2023-05-26 A crash course for effectively planning and managing timely organized projects 10 Steps to Successful Project Management features a structured methodology for delivering high quality projects on time Learn how to distinguish between a project and task build a convincing business case define project scope assess risks and constraints create a project plan collaborate on action items and measure and communicate results This title is an essential resource for anyone in any function of any business **The Principal's Field Manual** Michael B. Ayers, William A. Sommers, 2009-06-09 An extensive and comprehensive resource for aspiring as well as practicing school leaders at every level For aspiring school leaders this book provides a multifaceted look at the complexity of school organizations For practicing school leaders the design of the content the broad array of useful information the action checklists the quick read guidelines and the extensive references provide readers with a useful guide Gerald N Tirozzi Executive Director National Association of Secondary School Principals An original proven approach to help you meet challenges head on Research has shown that effective school leadership is a key factor in promoting high student achievement This very practical easy to use reference draws from leadership lessons learned in both education and business Written as a field manual for school CEOs to facilitate understanding and operating a school as an organization this book is designed for easy access within a unifying framework to enable flexible use for busy principals Based on the Organizational Effectiveness Model the manual offers a blend of background knowledge and practices that are immediately useful in the context of five elements that are essential to all organizations Mission including the central importance of useful metrics Strategies such as the value of seeing the whole system Structure including skill with conflict management People highlighting the usefulness of political savvy Leadership including the fundamental importance of trust Filled with practical strategies and tools The Principal s Field Manual is an invaluable resource for helping both new and experienced administrators better understand and effectively operate the school as a vital and dynamic organization 10 Steps to Successful Project Management ,2007 *Training Design and Delivery, 3rd Edition* Geri E. McArdle, 2015-05-18 Develop training content that adheres to today s demanding standards Master trainer Geri McArdle s refresh of Training Design and Delivery makes accessible the proven principles and tools that countless trainers rely on Her third edition highlights new training delivery systems that have had an immediate and far reaching impact on training More importantly it hones in on their technologies McArdle has substantially added to the section on delivery and provides new chapters on project management and international training This simple single source guide to developing and implementing training belongs on the bookshelf of every trainer In this book you will learn What it takes to meet standards of training design development and delivery How to use a multistep training program design tool to create a training module and program Which tools and techniques to use to open conduct and close a training Managing Projects Lou Russell, 2012-04-24 Managing Projects

offers a hands on resource for building practical competencies for anyone who must manage one or more small to mid size projects The book is filled with targeted processes tools techniques and influencing skills that address the more difficult people side of project management The author shows how to influence stakeholders 360 degrees around you encourage accountability from others who do not work for you and have plenty of projects to juggle without adding your priority negotiate time cost quality and scope with executives and courageously tell the truth and get the help you need early enough Praise for Managing Projects No one knows more about project management than Lou Russell Her easy coaching style paired with specific methods makes this book a real winner This is one book all leaders managers supervisors and project leads will use as their essential go to resource Elaine Biech ebb associates inc bestselling author The Business of Consulting Lou Russell has done it again Managing Projects is comprehensive practical and easy to understand and apply to your projects big or small The book gives helpful tips and definitions that will enable the reader to move through the project management process with ease Thanks Lou for creating such a great resource Amy L Dinning manager of Leadership and Talent Development Saint Gobain North America Managing Projects is more than a book It is a workshop between the covers with one of the finest learning facilitators as your guide If you find yourself dealing with projects in your work and whether you know it or not this is you using the techniques in this book will make you less stressed and more successful Kevin Eikenberry bestselling author Remarkable Leadership As the leader of an international logistics company I know how critical project management is to meeting the needs of our customers To hit their due dates we have to hit our own with no excuses Lou s practical approach to project management fits well into our time constrained date focused workplace It s simple it s real and it works Cathy Langham CEO Langham Logistics

Virtual Training Tools and Templates Cindy Huggett, 2017-06-27

Are your virtual training tools ready for a tune up You ve discovered the best way to reach remote audiences without boarding a single plane And you ve learned that an effective virtual training program is relatively short highly relevant and extremely engaging Now you need the tried and true tools that will make your next program an all out success Virtual Training Tools and Templates An Action Guide to Live Online Learning offers proven resources for delivering top notch virtual training programs Make expert trainer Cindy Huggett s professional array of virtual tools your own and discover new perspectives from a range of training trailblazers You ll find their real world lessons learned and get full access to their secrets of the trade Starting with a simple four step process get started get ready get buy in and get going Huggett helps you select the right technology then offers detailed sections on how to design content develop activities and work with both facilitators and producers And if you re wondering how to prepare participants and evaluate program results Huggett does not disappoint Follow along as she guides you with new and relevant tips tools and templates every step of the way A virtual training pioneer Huggett wrote this book for you instructional designers facilitating trainers learning coordinators and training managers And she continues to experiment with creative techniques and hone her skills so you can jump in with

confidence This complete guide builds on the author s popular The Virtual Training Guidebook use them together or on their own to delve into Huggett s holistic approach to virtual training **The Virtual Training Guidebook** Cindy Huggett,2014-01-10 Packed with checklists advice and how to features The Virtual Training Guidebook teaches you how to design deliver and implement live online learning This book will help learning professionals transition to the online classroom by taking a holistic look at successful implementation including gaining organizational support selecting a platform designing classes selecting facilitators preparing participants global considerations and the logistics required for success Learn how to prepare for a virtual training rollout Create live online classes using a three step design process Select the technology that is right for the organization Select and prepare facilitators who can effectively engage participants The Book of Road-Tested Activities Elaine Biech,2011-03-31 Enhance your toolkit with the best of the best 100 tested and perfected activities guaranteed to succeed A treasured collection with some never before seen tools and activities to increase participation and retention for your learners The insider s tips feature helps even the newest trainer facilitate these activities like a pro Jean Barbazette author of The Art of Great Training Delivery I believe in the effectiveness of training activities the brilliance of Elaine s editorial skills and the street smarts of my ASTD colleagues They all come together in this brilliant book Dr Sivasailam Thiagi Thiagarajan of The Thiagi Group author of Jolts What a wonderful book This is a must have reference book for every learning and development professional Jack and Patti Phillips Founders Chairman and CEO of the ROI Institute Inc Workplace learning professionals are always looking for the best solution tried and true activities ones that work every time ones that always lead participants to gain deeper insight into their leadership capabilities and potential The Book of Road Tested Activities gives you just what you re looking for well crafted games and activities that have been put to the test in real training situations and proven effective To create this edited collection training legend Elaine Biech painstakingly selected the very best more than 100 activities that ASTD training professionals have taken to the finish line with excellent results Divided between activities geared toward specific workshop topics and multi purpose training tools and techniques the book covers Training topics communication listening customer service and sales creativity and innovation teamwork leadership and more Tools and techniques icebreakers openings reviews and online learning plus unique tools that will add a new twist to your own techniques With both new innovative activities and classic dependable ones enhanced with creative variations Elaine Biech s The Book of Road Tested Activities provides you with an array of tried and true training tools for every occasion and purpose They ll help you achieve your own stellar track record of successful training and satisfied customers **Real World Training Evaluation** Patricia Pulliam Phillips,Jack J. Phillips,2015-12-01 Is your program ready for the real world Real world evaluation is a balance between art science accuracy and cost To set your program up for success you need to start the measurement and evaluation journey with a clear destination in mind In Real World Training Evaluation Patricia and Jack Phillips hone in on ROI in learning and development and outline a clear pathway to seamless and

credible evaluation Learn to avoid real world barriers that commonly get in the way of talent development initiatives Earn the respect of senior management by showing bottom line impact including the ROI And start describing program successes in quantitative qualitative financial and non financial terms to win over crucial stakeholders By demonstrating program results you can help your organization link its human capital investment to operational excellence and sustainability Real World Training Evaluation offers the directions and tools to get you there *ISO 21500 Guidance on project management - A Pocket Guide* Anton Zandhuis,Rommert Stellingwerf,2015-01-01 This pocket guide explains the content and the practical use of ISO 21500 Guidance on project management the latest international standard for project management and the first of a family of ISO standards for project portfolio and program management ISO 21500 is meant for senior managers and project sponsors to better understand project management and to properly support projects for project managers and their team members to have a reference for comparing their projects to others and it can be used as a basis for the development of national standards This pocket guide provides a quick introduction as well as a structured overview of this guidance and deals with the key issues within project management Roles and responsibilities Balancing the project constraints Competencies of project personnel All ISO 21500 subject groups themes are explained Integration Stakeholder Scope Resource Time Cost Risk Quality Procurement and Communication A separate chapter explains the comparison between ISO 21500 and PMBOK Guide PRINCE2 Agile Lean Six Sigma and other methods practices and models Finally it provides a high level description of how ISO 21500 can be applied in practice using a generic project life cycle Proper application of this new globally accepted project management guideline will support organizations and individuals in growing their project management maturity consistently to a professional level

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