

PROGRAMME BROCHURE

Project Management Skills & Training

A practical, mentoring-led programme for professionals who want to understand project management, use it with confidence, and apply it to advance their career — no prior PM experience required.

Programme Overview

Foundations today. Career impact tomorrow.

This programme is built for adult and professional learners who want more than surface-level familiarity with project management — a genuine, working understanding of how projects are planned and delivered, and how to apply that with confidence in your own role. It combines practical, hands-on skill-building with the professional English needed to communicate credibly in status updates, meetings, and stakeholder correspondence. This is mentoring and training as much as it is tuition: the goal is that you leave able to *run* and communicate about projects well, not just recognise the terminology.

STAGE 1 — INDUSTRY FOUNDATIONS

Introduction to Project Management

Every industry runs on projects — understanding how they're planned and delivered is a skill that transfers everywhere.

- The basics of how projects are planned, tracked, and delivered
- Common frameworks like Agile and Scrum, explained without the jargon overload
- The English used in status updates, stakeholder communication, and project meetings
- Practical ways to build project management literacy relevant to your own role

STAGE 2 — CAREER PATHS

How to Start a Career in Project Management

For professionals aiming at coordinator, junior PM, or project support roles.

- Practical familiarity with common PM tools, terminology, and frameworks
- How to write clear status updates and manage stakeholder communication
- How to talk about your organisational skills convincingly in a CV and interview
- How to speak credibly about project management topics from day one in a new role

OUTCOME | Understand project management. Use it with confidence. Advance your career.

Skills Across Three Dimensions

What you'll gain by the end of the programme

TECHNICAL

Working with PM tools and frameworks

- Understanding common frameworks like Agile and Scrum
- Using project tracking and planning tools
- Reading and creating project timelines and plans
- Spotting risks and dependencies in a project

SOFT SKILLS

Communicating with confidence

- Writing clear status updates and reports
- Managing stakeholder communication professionally
- Coordinating clearly across teams
- Confident interview and workplace conversation

BUSINESS

Applying PM skills at work

- Supporting project planning and delivery processes
- Presenting organisational and coordination skills clearly
- Presenting PM skills on a CV and in interviews

Who This Is For

Professionals aiming at coordinator, junior PM, or project support roles; career-changers entering PM-adjacent work; anyone who manages tasks, timelines, or teams and wants more structure and confidence; and anyone who wants clearer, more professional project communication.

Pricing

Simple options, whichever way you'd like to start

TRY IT FIRST

Taster Session — £25

A single 1:1 session, no obligation. A low-risk way to meet your tutor and see how the programme works before committing to the full track.

STAGE 1

Industry Foundations — £115

3 × 1:1 sessions covering the Introduction to Project Management curriculum in full.

BEST VALUE

Full Career Track — £275 (Save £20)

Industry Foundations + Career Paths together — 9 × 1:1 sessions in total, taking you from first principles through to career-ready confidence.

- Available as one payment of £275
- Or 3 monthly payments of approximately £92

PREFER TO LEARN AT YOUR OWN PACE?

Self-Paced Learning Packs

Same core content, without live sessions — ideal if you'd rather work through the material independently and on your own schedule.

- Introduction to Project Management (self-paced) — £45
- Industry Foundations (self-paced) — £60

NOTE | Taster session fee is deducted from your track price if you enrol within 14 days.

How It Works

A simple, guided path from foundations to impact

1

Start with Industry Foundations

Build a clear, practical understanding of project management fundamentals and begin applying that confidently in your own day-to-day work.

2

Progress to Career Paths

Move from general familiarity to career-ready capability — practical workflows, terminology, and interview-ready confidence.

3

Apply it — Your Impact

Bring what you've learned back into your role: add value to your team, coordinate and communicate about projects with genuine confidence, and keep building on that fluency over time.

Format & Delivery

Delivered 1:1, at your own pace, with a structure that adapts to your starting point and goals — whether that's building confidence for your current role or preparing for a move into a project management-adjacent position. As with all ALM Learning programmes, this is personal, mentoring-led tuition rather than a fixed, one-size-fits-all course.

Ready to start your Project Management journey?

Get in touch to discuss scheduling, pricing, and the best starting point for you.

contact@almlearning.com