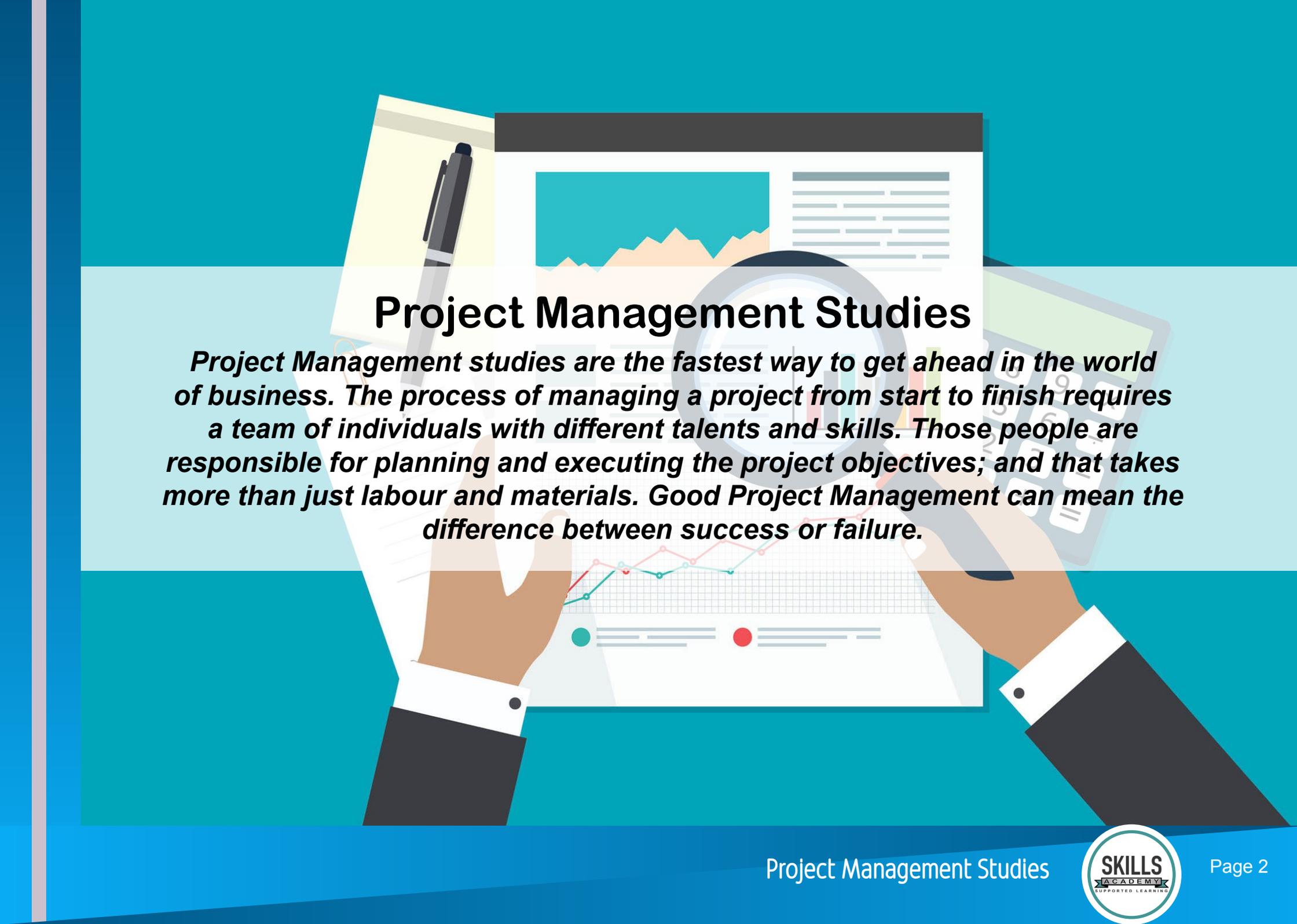




Skills Academy
Project Management Courses
www.skillsacademy.co.za



An illustration showing two hands in business attire holding a document. The document features a line graph with a blue peak and an orange trough, and a bar chart with green and red bars. A magnifying glass is positioned over the document, highlighting a specific area. The background is a teal gradient with a light blue horizontal band.

Project Management Studies

Project Management studies are the fastest way to get ahead in the world of business. The process of managing a project from start to finish requires a team of individuals with different talents and skills. Those people are responsible for planning and executing the project objectives; and that takes more than just labour and materials. Good Project Management can mean the difference between success or failure.

Welcome to the Skills Academy Project Management Studies

Whether you're planning a Marketing campaign, creating a new product, leading a team, or planning an event. Project Management studies will teach you how to successfully manage projects and achieve the outcome that is best for business.

Project Management studies will also teach you to understand the value and impact of successful projects; to plan, and manage projects effectively. On time and within budget; using the latest and most popular project management tools and techniques.

Once you know where to avoid the bumps and potholes, you're going to be working smarter and not longer and harder. Whenever you get a project done on time and on budget, the client walks away happy. And a happy client means a happy boss and better career opportunities for you. This is not only a good benefit of project management within the workplace, but outside of it as well.

Word travels fast and there is nothing like superior performance to secure your spot in the marketplace.



Why study Project Management?

Do you want to learn how to manage projects? Do you currently work in a management position and would like to better your project management skills? Almost every single workplace needs somebody who knows how to handle projects. The ability to successfully complete a project is an ability valued by all businesses.

Project Management Courses

- Skills Academy Short Course in Project Management
- Skills Academy Certificate in Project Management
- Skills Academy Advanced Certificate in Project Management

What exactly is project management?

Project management involves planning and managing a specific project, with the aim to reach a specific goal that will have a positive impact on the business or organisation.

Project managers are needed to ensure that projects are successfully executed. They can be found working within various industries, of which the largest are engineering, architecture and information technology. Project management could involve managing something as simple as your own daily tasks, or as complex as the building of a new business centre.

The following industries are related to Project management:

Retail
Technology & IT
Medical

Mining
Advertising & Marketing
Legal

Construction
Engineering
Architecture

Manufacturing
Real Estate
Biotech

Skills Academy Short Course Certificate in Project Management

Short Course Certificate in Project Management

Welcome to the Skills Academy Short Course Certificate in Project Management.

This Short course covers the role of a project manager and the project life cycle. You will learn about each of the four phases of a project: from initiating the project (determine what the needs and expectations are), to planning (costs, workload and time), to execution and closure of the project.

Course Information:

Programme Type:	Provider Programme
Award Type:	Short Course Certificate
Accreditation:	Non Accredited
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 4 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English

Reasons you would want to choose this course

This is an affordable way to learn the oh so important skills and concepts of Project Management. To measure whether or not you would really like to pursue Project Management as a full-time career. Or use this course as a way to decide whether or not you would like to study the more advanced courses in this programme. We doubt you'll turn away from Project Management though! This really is an exciting, well paid, and rewarding field to go into.

Which subjects make up the Short Course Certificate in Project Management

There are two subjects that make up this course:

- **Introduction to Business English**
Introduction to Communication, Verbal, and Non-verbal Communication Skills, Communication For Meetings, Presentations and Work Readiness
- **Project Management Basics**
Teaches you the basics of project management like different types of projects, concepts, frameworks and stakeholders; the organisational and socio-economic influences that affects projects; key management skills needed; and finally how to manage the different phases and processes of every project.



What certificate will I get?

You will be awarded with a Skills Academy Short Course Certificate in Project Management.

As Skills Academy values education and cares about our students, your completion award will be sent to you via courier so that you receive it as soon as possible and without any delays.

How will I be assessed?

Skills Academy will require you to complete the recommended assignments. The assignments are designed to help you through your learning to make sure that you completely understand all the topics covered and that you can apply this to your working environment. There are no exams for this course. Your knowledge of the course is assessed through the assignments you send in to the college for the duration of the course.

A photograph of a business meeting. Two people in suits are sitting at a desk with two laptops. They are looking at a document on a clipboard that has a pie chart and some text on it. The background is slightly blurred, showing office shelves. A semi-transparent blue banner is overlaid on the image, containing the title text.

Skills Academy Proficiency Certificate in Project Management

Proficiency Certificate in Project Management

Welcome to the Skills Academy Proficiency Certificate in Project Management

This course focuses on the theory and core practices of Project Management. This course will give you the knowledge and skills needed to manage projects and effectively take part in Project Teams.

Why should I study project management?

This field is not only highly in-demand at the moment, it continues to grow at very fast pace. According to Project Management Association PMI, this field will see a huge increase in the number of jobs created in the next 10 years. This will all mean that struggling to find work is not really a problem here, and the potential for you advance and grow in the future is strong.

Course Information:

Programme Type:	Provider Programme
Award Type:	Proficiency Certificate
Accreditation:	Non Accredited
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 6 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English

Which subjects make up the Proficiency Certificate in Project Management

There are four subjects in this course:

- **Introduction to Business English**
Introduction to Communication, Verbal and Non-verbal Communication Skills, Communication For Meetings, and Work Readiness.
- **Project Management Basics**
Teaches you the basics of Project Management like different types of projects, concepts, frameworks and stakeholders; the organisational and socio-economic influences that affects projects; key management skills needed; and finally how to manage the different phases and processes of every project.
- **Project Management Intermediate**
Learn advanced Project Management techniques regarding planning your time, cost, quality, risk and procurement for each project. Develop your team to be more effective. Monitor and control change, performance, and responsibilities more effectively.
- **Customer Satisfaction**
Learn how customer relationship skills can build your success, how to deal with difficult people and save time by handling situations professionally. How to keep focused under pressure and keep the spotlight on the issue. Make it easy for others to co-operate with you by using co-operation techniques. Building motivation with customer feedback.



What certificate will I get?

You will be awarded with a Skills Academy Proficiency Certificate in Project Management.

How will I be assessed?

Skills Academy will require you to complete the recommended assignments. The assignments are designed to help you through your learning to make sure that you completely understand all the topics covered, and that you can apply this to your working environment. There are no exams for this course. Your knowledge of the course is assessed through the assignments you send in to the college for the duration of the course

A photograph of two business professionals in a meeting. One person is pointing at a tablet held by the other. The background is a bright, modern office with a window and a pendant light. A semi-transparent blue banner with gear and icon patterns is overlaid on the image.

Skills Academy Advanced Certificate in Project Management

Advanced Certificate in Project Management

Welcome to the Skills Academy Advanced Certificate in Project Management.

Learn advanced Project Management techniques regarding planning your time, cost, quality, risk and procurement for each project. Develop your team to be more effective. Monitor and control change, performance, and responsibilities more effectively.

Course Information:

Programme Type:	Provider Programme
Award Type:	Advanced Certificate
Accreditation:	Non Accredited
SAQA ID:	Not Applicable
NQF Level:	Not Applicable
Course Duration:	Up to 8 Months
Entrance Criteria:	Grade 10 AND Must be able to read and write in English

Why should I study project management?

As a Project Management professional, you can work in almost any industry you can think of! From IT to Engineering and in-between, every company in any industry are in need of qualified Project Managers who can lead their teams to success.

Which subjects make up the Advanced Certificate in Project Management

There are Six subjects in this course:

- **Introduction to Business English**

Introduction to Communication, Verbal and Non-verbal Communication Skills, Communication For Meetings, and Work Readiness.

- **Project Management Basics**

Teaches you the basics of project management like different types of projects, concepts, frameworks and stakeholders; the organisational and socio-economic influences that affects projects; key management skills needed; and finally how to manage the different phases and processes of every project.

- **Project Management Intermediate**

Teaches you more about quality control and management, how to identify risks and respond to them, how to hire staff and build the project team, how to organise, plan and distribute information and how to measure the project's performance and progress.

- **Customer Satisfaction**

Learn how customer relationship skills can build your success. How to deal with difficult people and save time by behaving professionally in those situations How to keep focused under pressure and keep the spotlight on the issue. Make it easy for others to co-operate with you by using co-operation techniques. Building motivation with customer feedback.

- **Project Management Teams**

Learn how customer relationship skills can build your success, how to deal with difficult people and save time by taking situations professionally. How to keep focused under pressure and keep the spotlight on the issue. Make it easy for others to co-operate with you by using co-operation techniques. Building motivation with customer feedback.

- **Project Management Advanced**

Learn advanced Project Management techniques regarding planning your time, cost, quality, risk and procurement for each project. Develop your team to be more effective. Monitor and control change, performance, and responsibilities more effectively.



Why choose Skills Academy?



We are the only College where you pay less if you study faster

If you finish your course fast, then you pay less. If you register for a twelve-month course, but you finish in ten months, then you don't pay for the last two months.



Great academic support and we keep you motivated

- You can call us, email us or chat to your lecturer in your online study group. We will respond on the same day if you submit a request or query before 3 in the afternoon.
- You have unlimited access to your tutor. Studies have shown that students who engage with their tutor and ask questions during their studies perform better in the exams.
- Fast Marking and Feedback - we make sure you are fully prepared for the exams.
- Your assignments are marked within a week. And you get useful and detailed feedback from your Tutors.
- Your Study Plan tells you which questions, progress tests and mock exams you must do. And when you must do them.



Study Debt?

We are the only college where you can study with monthly payments, and when you get your Certificate you STOP paying us. So you walk away with your Certificate and ZERO study debt.

We love helping students

We work at Skills Academy because we love helping students. We often ask for their feedback, and here are some of those comments:



"My tutor was always there for me when I needed help"
Tim Johnson

"I always get in touch with Skills Academy and their response is excellent"

Erik Williams

"I am happy that you guys constantly send SMSes and emails to offer help... thanks for caring so much"
Nathan Jones

How do I register at Skills Academy?

At Skills Academy we want to make your life as easy as possible and registering with us is a quick and paperless process.

You can register in one of two ways:

Option 1

Phone us on 0800 39 00 27 to speak to a friendly Student consultant. You can complete your registration on the phone, no paper work needed.

Option 2

Visit the following page on our website to complete a free online registration process. <https://www.skillsacademy.co.za/registration-form/>. You simply complete the online form and submit – it's as easy as that!

Option 3

We now offer a WhatsApp contact facility that makes applying of your studies and making queries that much simpler. You can start changing your future instantly! Our WhatsApp number is 0823188892



Call us on 0800 39 00 27
Register Today and Start
Studying in Only Three Days

Success Story



“The course I did will definitely improve my life; it's something I like and I can work myself up to get a better position. It definitely boosted my self-esteem. It feels like I've reached something in life.”

-Zanelee Feyt-

SKILLS

ACADEMY

What Subjects Should I Take?

How do I Make my Decisions?

What are my Options?



Call us on 0800 39 00 27

For advise from our friendly Course Expert



Contact Us Today