Mitacs Professional Development Workshop

Project and time management skills (Course bundle)

Course description

Spur up your project management and time management skills **Self-paced e-learning ~ 2hrs - 2h30**	*NOTE: This is a pre-requisite online session for : **Project and time management.*** Details Managing our time wisely helps to reduce stress by organizing and prioritizing your tasks. In this course, you'll learn time and project management techniques and tips that can increase your performance. You'll also assess your personal challenges and learn how to stop time-wasting behaviours so that you can use your time more effectively. There are three self-paced online units in this course: • Unit 01: Time management • Unit 02: Project management • Unit 03: Master your project Learning outcomes Upon successful completion of this course, you will be able to: 1. **Utilize time management strategies to be more effective and efficient on the job and when working remotely.** 2. **Describe different ways to manage email and use a calendar to schedule tasks.** 3. **Articulate the importance of managing stress to improve personal productivity.**

mitacs

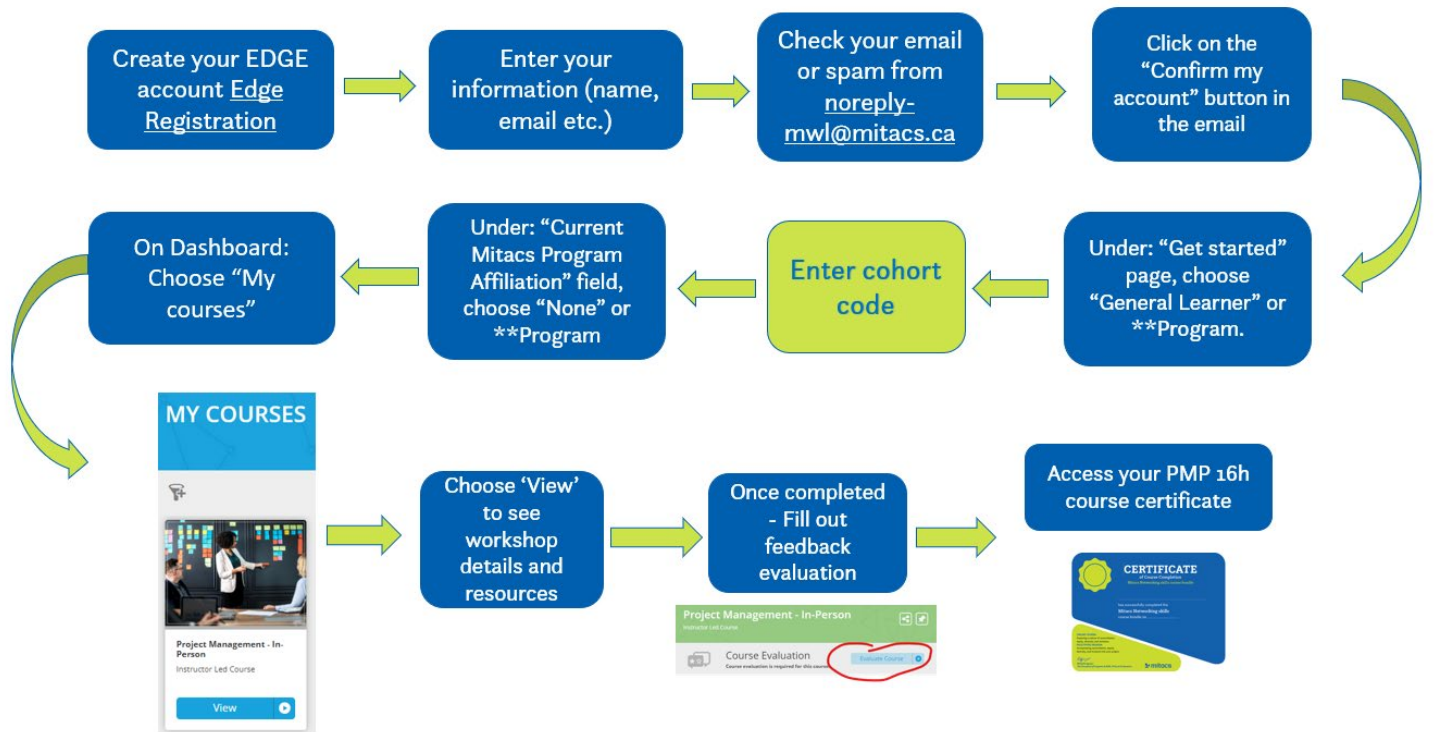|	
Project and time management **Instructor-led (Virtual)** ~ 2hrs – 3hrs	**Audience** Learners that have completed the online course *Spur up your project management and time management skills.* **Details** To guide your teams effectively, adopt project and time management tools. This course emphasizes practicing project status reports and project plans for organizing, managing, and sharing work. These skills enhance focus, alignment, and efficiency. The facilitated session allows you to practice delivering project status updates to stakeholders, presenting to small groups, and receiving peer feedback. **Learning objectives:** 1. **Utilize time management strategies to be more effective when working remotely.** 2. **Manage email and calendar scheduling.** 3. **Articulate the importance of managing stress to improve productivity.** 4. **Understand the principles behind Waterfall and Agile project management.** 5. **Be able to complete a project charter, a project plan, and the Mitacs project costing template.**

HOW TO ACCESS THE COURSE:

![mitacs logo]

> Link to create an account: **Edge Registration (mitacs.ca)**

Edge Registration and course Instructions

Create your EDGE account Edge Registration → Enter your information (name, email etc.) → Check your email or spam from noreply-mwl@mitacs.ca → Click on the "Confirm my account" button in the email

On Dashboard: Choose "My courses" ← Under: "Current Mitacs Program Affiliation" field, choose "None" or **Program ← Enter cohort code ← Under: "Get started" page, choose "General Learner" or **Program.

MY COURSES → Choose 'View' to see workshop details and resources → Once completed - Fill out feedback evaluation → Access your PMP 16h course certificate

[EDGE is Mitacs's LMS system.]

If you don't have an EDGE account yet, please make sure you create one by following the steps below:

> Link to create an account: Edge Registration (mitacs.ca)
> Click on "**Create an account**" and enter your information.
> You will receive an email confirming your account creation from noreply-mwl@mitacs.ca. If you haven't, please check your spam folder.
> Click on the "**Confirm my account**" button in the email.
> Under the "**Get started**" page, choose "**General Learner**"(or if you are a Mitacs Program participants, choose *Accelerate, Elevate, BSI, GRI etc.)
> On the next page, fill out the required information.
> Under the "**Do you have a cohort code**" field please add **UoT-June2024**

➢ Under the "**Current Mitacs Program Affiliation**" field, choose "**None**" (OR: (or if you are a Mitacs Program participants, choose *Accelerate, Elevate, BSI, GRI etc.)
➢ Once on your dashboard, click on the "**My courses**" tab and choose "Project Management In-person".
➢ Click on "View" to see workshop details, location, time, and resources to download.
➢ After workshop completion, the facilitator will mark your attendance and you will be able to fill out the course evaluation.
➢ Once the feedback evaluation has been submitted you will be able to access and download your workshop certificate

Adding the enrollment code if you already have an Edge account:

1. Click on the "**menu**" in the top right-hand corner of your Edge dashboard.
2. Choose the "**enrollment key**" option at the bottom of the list (next to the log off).
3. Input the code: <mark>**UoT-June2024**</mark>and click "**enroll**".
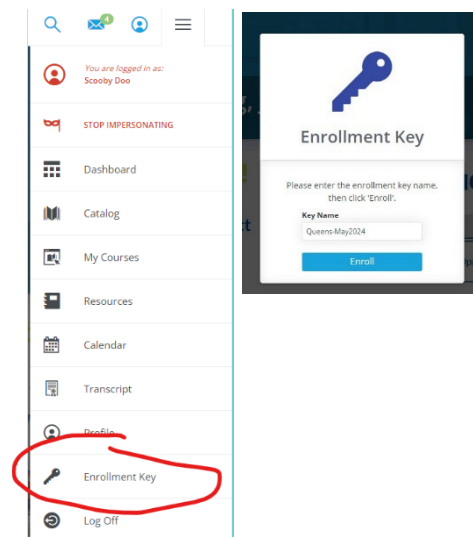
If you are interested in exploring the rest of the Mitacs Professional Development Curriculum, please see our website: Mitacs Training | Mitacs

Questions about the General Training curriculum?

Please contact: training@mitacs.ca

Want to Create an Edge Account or for future access to your account, please use this link: https://edge.mitacs.ca.