

House of PMO Essentials™

Essentials for PMO Administrators™

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3 days

Gain the essential knowledge to undertake the role of a PMO Administrator, demonstrate a greater understanding of projects, programmes, portfolios and PMOs, and learn the essential competences, knowledge, skills and behaviours required to perform the role of a PMO Administrator.

The Essentials for PMO Administrators qualification is suitable for complete beginners and those currently in support roles within a PMO. It is also suitable for aspiring Project Managers with minimal project management knowledge looking to gain a foothold in their career.

What You Will Learn

- Learn essential Project, Programme and Portfolio Management principles and terminology
- Discover the four key roles in a PMO; PMO Administrator, PMO Analyst, PMO Manager and PMO Director
- Explore the responsibilities, knowledge, skills and behaviour need to be a successful PMO Administrator
- Understand the core and essential delivery support requirements in change control; financial management, information management, issue management, reporting (insights analysis) and risk management.



Why PMO Learning?

- ✓ 100% Focused on the PMO Profession
- ✓ Equally Focused on Learning and Exam Success
- ✓ Trainers with real PMO Experience

PMO Learning provides training courses and learning experiences for people who work within PMOs.

That's Portfolio, Programme and Project Offices and courses for everyone within PMO from PMO Administrators through to PMO Directors.

We provide both certification programmes and specialist and bespoke courses for open public schedules and on-site corporate group learning.

All of our trainers have real PMO experience, to help you implement your learning into your day-to-day role.



The UK's PMO Learning Specialists



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