

COURSE BROCHURE

# Project Portfolio Management and Prioritization

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



## Course Description

### Course Overview

Project Portfolio Management and Prioritization is a strategic leadership program designed to equip first-time managers and emerging leaders with the knowledge and decision-making frameworks required to manage multiple projects in a structured, value-driven, and business-aligned manner. In today's complex organizations, managers are no longer responsible for a single project at a time. They must oversee multiple initiatives, balance limited resources, and ensure that every project contributes directly to organizational objectives. This course provides a comprehensive and practical understanding of how to evaluate, select, prioritize, and govern project portfolios using proven management principles. It is specifically designed as leadership training for new managers who need to build confidence in portfolio-level decision-making while strengthening their management skills training foundation. The program supports organizations in building capable supervisors and team leaders who can translate strategy into execution through disciplined portfolio governance.

### Key Outcomes

By the end of this program, participants will be able to...

- By the end of this program, participants will be able to explain the purpose and value of project portfolio management within a modern organization
- By the end of this program, participants will be able to differentiate between projects, programs, and portfolios and understand their governance structures
- By the end of this program, participants will be able to apply prioritization criteria aligned with business strategy and leadership objectives
- By the end of this program, participants will be able to evaluate project proposals using standardized selection frameworks
- By the end of this program, participants will be able to support executive decision-making through structured portfolio reporting
- By the end of this program, participants will be able to identify risks and constraints across multiple initiatives

- By the end of this program, participants will be able to communicate portfolio priorities clearly to stakeholders and teams
- By the end of this program, participants will be able to strengthen their leadership fundamentals in multi-project environments

### **Who Should Attend**

- First-time managers responsible for overseeing multiple projects or initiatives
- Supervisors managing cross-functional teams
- Team leaders involved in project selection and planning
- High-potential employees preparing for leadership roles
- Department heads managing competing business priorities
- Project managers transitioning into portfolio or program leadership
- Operations managers responsible for strategic execution
- Strategy and planning professionals supporting leadership teams

Prerequisites: No prerequisites

### **Course Outline by Days**

#### Day 1 Foundations of Project Portfolio Management for New Managers

- Understanding the role of portfolio management in leadership development for team leaders
- Defining projects, programs, and portfolios within organizational strategy
- The evolution of portfolio management in modern enterprises
- Governance models and executive oversight structures
- The portfolio manager's role in leadership training for new managers

#### Day 2 Strategic Alignment and Portfolio Governance

- Translating organizational strategy into portfolio objectives
- Establishing portfolio governance frameworks and decision authorities
- Portfolio lifecycle management from ideation to closure
- Integrating leadership fundamentals with portfolio accountability
- Aligning portfolio priorities with business value and performance

#### Day 3 Project Selection and Prioritization Frameworks

- Decision-making techniques for first-time manager training

#### Day 4 Resource Management and Portfolio Optimization

- Portfolio capacity planning and demand management
- Balancing workloads across multiple initiatives
- Resource allocation and optimization strategies
- Managing interdependencies and scheduling conflicts
- Leadership development for supervisors in multi-project environments

#### Day 5 Portfolio Performance Monitoring and Executive Reporting

- Portfolio performance indicators and reporting structures
- Executive dashboards and portfolio health metrics
- Benefits realization and value tracking
- Continuous improvement and portfolio maturity models
- Communicating portfolio priorities to stakeholders and teams

### **Methodology**

The Project Portfolio Management and Prioritization course is delivered as a structured and knowledge-based leadership development program. The methodology focuses on building a strong conceptual foundation supported by real-world management frameworks and simplified case examples. This new manager leadership course emphasizes clarity, consistency, and strategic thinking rather than complex operational simulations. Participants engage in guided discussions, instructor-led explanations, and scenario-based learning to reinforce understanding of portfolio governance and prioritization principles. Interaction is designed at an individual and group level through light discussions and reflective exercises that strengthen management skills training while remaining easy to apply in a professional environment.

Training materials include professionally designed summary sheets, a participant workbook, standardized portfolio templates, and a practical toolkit that managers can use immediately in their workplace. Optional pre-reading materials and post-course reinforcement resources are available upon request to support long-term leadership development.

### **Assessment & ROI**

Client internal measurement may include performance indicators, management evaluations, leadership capability reviews, and project success metrics. These measurements are owned and managed by the client organization.

Internal measurement is managed by the client organization and is outside the scope of our delivery.

Optional follow-up sessions, refresher briefings, or executive alignment workshops are available upon request to reinforce learning outcomes and maximize return on investment.

### **Instructor Profile**

Instructor assignment depends on the delivery date and city. We work with a global pool of trainers. Please contact us to confirm the most suitable available instructor for this course based on schedule and location.

### **Conclusion**

Project Portfolio Management and Prioritization is a comprehensive leadership fundamentals course that empowers first-time managers, supervisors, and team leaders to make confident, value-driven decisions across multiple initiatives. As a core element of leadership training for new managers, this program strengthens strategic thinking, governance capability, and execution excellence. Participants receive a certificate of completion and gain a solid foundation for long-term leadership development. Contact us today to customize your delivery format including onsite, online, or blended learning options and flexible duration models tailored to your organization's needs.

# Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

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