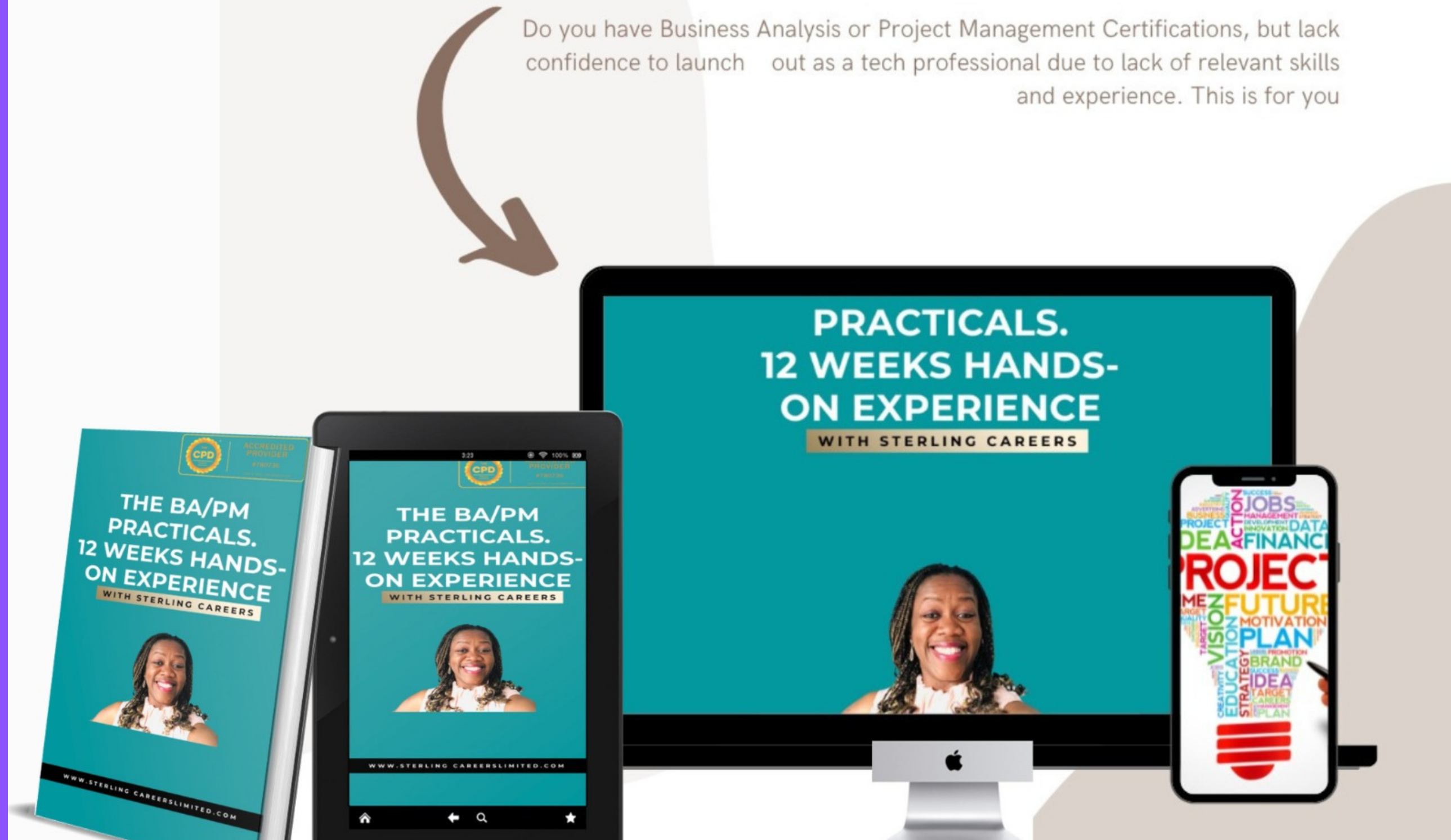


THE BA/PM PRACTICALS

Do you have Business Analysis or Project Management Certifications, but lack confidence to launch out as a tech professional due to lack of relevant skills and experience. This is for you



16 WEEKS BA/PM OR PRIVACY/PM SKILLS DEVELOPMENT PROJECT BASED PROGRAM (INCLUDES - 12 WEEKS HANDS-ON EXPERIENCE IN 1 OF THE CAREER PATHS)

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ABOUT US



We are a Training and Tech skills development organization, offering e-learning and voluntary internship opportunities in Project Management, Business Analysis, Project Support, and GDPR/Data Privacy programs. Our delivery approach is a blend of live tutorials, real scenarios and experience on live projects. We are based in the UK but offer an opportunity for global coverage through e-learning. We are fully remote, which means you can get involved from anywhere .

We are a team of knowledgeable professionals with experience which spans over an average of twenty five years collectively. Our core strengths and achievements are across Business Analysis, Programme and Project Management, Quality Assurance, Regulatory Compliance (GDPR) and Soft skills Development.



Overview

- 4 weekends tutor-led theory classes
- Lively community of like-minded people and experienced professionals
- 6 Months access to our learning management portal of recorded training tutorials.
- Access to dedicated Telegram Group for collaboration/Q&As
- 1 Live STS Project, 12 weeks project based Internship to develop relevant hands on experience
- Access to Basecamp - document repository of past/current projects.
- Access to tech tools and templates to develop proficiency and confidence for job market readiness.
- CV Writing live sessions with in-house coach, includes a done with you professional CV .
- LinkedIn Optimization & Interview Prep group sessions
- Recorded tutorials on job search strategies and live sessions as part of the group CV clinic.

Skills Development



- **Developing relevant Communication & Documentation Skills (using MS office suite, including word, excel, navigating Google work space)**
- **Hands-on practical experience using Tech tools (Jira, Confluence & Gliffy diagramming tools, Smartsheet, Monday.com)**
- **Access to SCL's Templates (documenting BA, PM & Data Privacy deliverables)**
- **Virtual group collaboration on googlemeet & zoho meetings, Telegram community**
- **Group Project activities to develop relevant experience and confidence to step out into the Tech space**

Mandatory entry requirement - basic computer literacy in word, excel and PPT

Whāi we do

Management
Social
Network
Vision
Knowledge
Skills
Performance
Responsibility
Success
Goals
Talent
know how

01

THEORY CLASSES

Tutor Led- Training Sessions
Introduction to PM and BA or Privacy
(4 Saturdays)

02

SKILLS DEVELOPMENT/PRE-PROJECT PREP

Practical walkthrough core PM, BA, Privacy Tools and Techniques

03

HANDS-ON EXPERIENCE

Complete a SCL project with guidance and support from some of our in-house mentors
(12 Weeks- Max of 3 week days for project activities + 2 self-paced study days from our learning portal)

BONNUS



01

6 Months Access to recordings of training tutorials & Telegram community for Q&A/collaboration. Recorded tutorial on CV writing, LinkedIn Optimization and Job search Tips

02

Worksheets and Templates, to document project Tasks & links to additional resources
Access to SCL's Basecamp to view past project documents

03

Certificate of completion as evidence of demonstrable experience, and professional job reference for duration on the full program, once a job is secured.

PROJECT MANAGEMENT:

- Delivering Successful Projects on time - A live project for STS
- Budget & Schedules Management - to be produced to execute/successfully deliver project according to given mandate
- Risk Management- for monitoring and controlling live project
- Stakeholder MGT - project stakeholders across various levels
- Quality & Task Management - Project Planning

Delegates will aim to gain the above skills, making use of industry standard tools and techniques.

PRACTICALS

SKILLS TO DEVELOP:

- Agile Principles and Mindset
- Value-driven delivery
- Stakeholder Engagement
- Team performance
- Adaptive Planning
- Detecting problems and resolution
- Continuous Improvement(product, process, people)

Delegates will aim to gain the above skills, making use of industry standard tools and techniques.

PRACTICALS

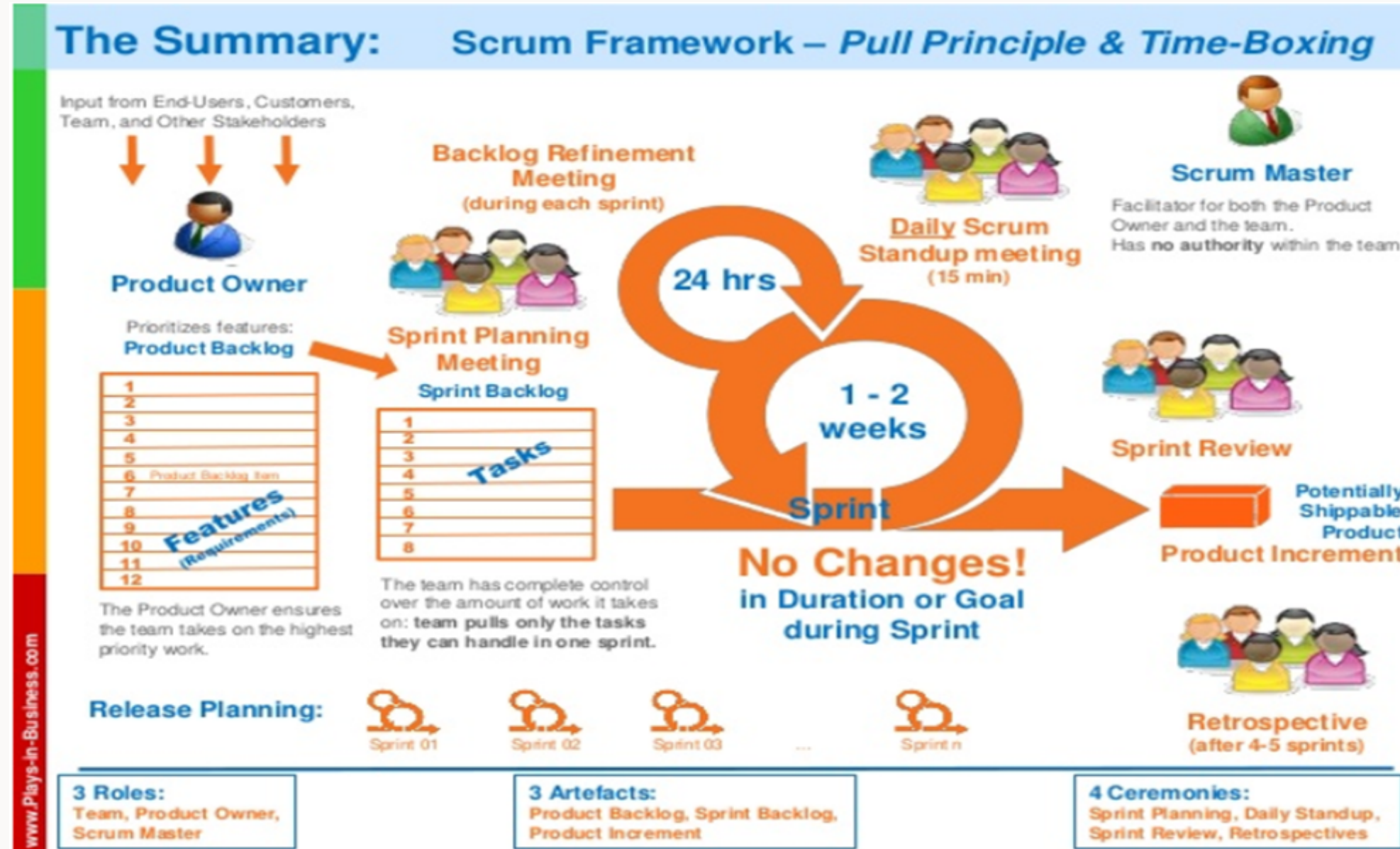
TOOLS:

- MS Excel for project planning, Smartsheet for Budget & scheduling
- RAID Management - Excel/Monday.com and Confluence for documentation and ensuring right development practices throughout the project life-cycle

BA TECHNIQUES

- Software Development Life Cycle (SDLC)
- Waterfall Methodology
- Agile Methodology
- Pros and Cons of each Methodology
- Foundations of Agile
- Agile Manifesto
- Applying Agile Principles
- Common Agile Roles

DELIVERY METHODOLOGY



PRIVACY PROGRAM

- Tutor-led Training Sessions (Saturdays Only) 4 Sessions
- Principles of the EU GDPR
- Data Mapping (documenting a record of processing activities- Art.30)
- Preparing a GDPR Readiness Assessment & Gap Analysis Report
- Implementing compliant changes across Marketing, HR, Finance and Operations as an example.
- How to embed and facilitate a Privacy by Design culture within an organisation
- Implementing Personal Data Request Procedure
- Data Protection Policies and Procedures.
- Vendor Risk Management Procedure (Templates walkthrough)
- 1 GDPR Compliance Project (12 Weeks Internship)
- Access to past GDPR Compliance project documentation/Templates
- 24/7 Access to a Learning Management Portal (GDPR & Project Management tutorials).
- Bonuses -Career Coaching (CV Writing, Mock Interview prep, LinkedIn Optimization and Job Search Strategies) 6 Sessions.

Program Schedule

- Theory Classes - Saturdays am (time TBC, once on-boarded) 4 Sessions (2.5hrs per session)
- Group Project team engagements (Weekdays PM, min of 2 days/week) 7.30-9PM (flexibility applied according to set group allocated) **inform STS team of peculiar situations.**
- Weekly online meeting of all projects (Project status presentation) Every Friday (7.30-9PM)
- Details of full schedule released monthly- WK 1
- New Joiners Orientation/onboarding - Monthly, communication included in joining instruction email.

Fees:

Pay in full - £999

Payment Plan- £397x3 Instalments

Email us for details-

hello@sterlingcareerslimited.com

admin@sterlingcareerslimited.com

Coniaci

E-mail

hello@sterlingcareerslimited.com

Website

www.sterlingtechsolutions.com

Phone

+447490342084.

Social

<https://www.facebook.com/sterlingskillshub>

**Email us for payment details for either
onetime payment or instalment option
Please note our fees are standard as at
2023/Q1, 2024.**