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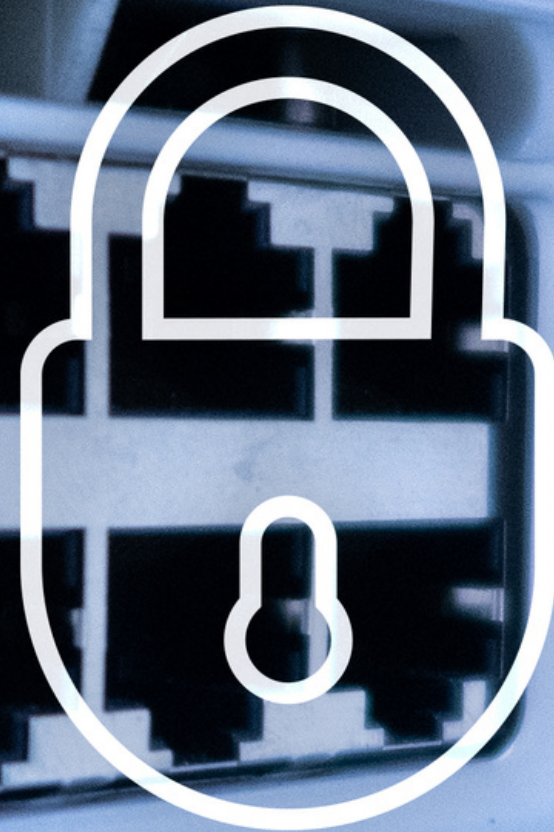


4 MONTHS BA/PM HYBRID PROGRAM

BUSINESS ANALYSIS



GDPR



GENERAL
DATA
PROTECTION
REGULATION

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ABOUT US

COURSE OVERVIEW

WHAT YOU'LL LEARN

WHAT WE DO

BONUS

CONTACT US

ABOUT US

We are an IT consulting and Tech talent development company. We come along side small to medium sized businesses and charity organizations to deliver best in class tech solutions and services. We are also on a mission to act as a bridge for individuals from BAME background, empowering them through our flagship internship programs, so that they can develop confidence, capability and capacity to compete in the tech space.

Our internship programs are across Project Management, Business Analysis, Project Support, and GDPR/Data Privacy, accessible via our talent development hub. Our delivery approach is a blend of tutor-led training from experienced professionals, leveraging industry tools & techniques whilst providing opportunities to gain experience from our internal projects.

We are a team of knowledgeable professionals, with experience which spans over an average of thirty 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

- Online Course (16 Weeks) Group collaboration via Zoom/googlemeet
- Lively community of like-minded people and experienced professionals
- Access to recordings of training content and resources via our Learning Management portal.
- Access to dedicated Telegram Group for collaboration/Q&As
- Live internal or external client Projects, to develop relevant experience
- Access to Basecamp - document repository of past/current projects.
- Career coaching sessions on CV Writing, Mock interview prep and a professional CV by our in-house CV expert.
- LinkedIn Optimization & Interview Prep PDF Download
- Recorded tutorials on job search strategy/system

What you'll learn



- **Developing relevant Communication & Documentation Skills (PPT Presentation, XI docs, 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 and Privacy program deliverables)**
- **Virtual group collaboration on zoom, Telegram community**
- **Group Project activities to develop relevant experience and confidence to step out into the Tech space**

What 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, BA or GDPR
(16 Hours, 4 SATURDAYS)

02

SKILLS DEVELOPMENT/PRE-PROJECT PREP

Practical walkthrough core PM, BA or Privacy program Tools and Techniques
Templates for Project activities

03

HANDS-ON EXPERIENCE

Complete a SCL project with guidance and support from some of our in-house mentors **(12 Weeks Project team engagement)**

BONNUS



01

Access to recordings of all sessions & Telegram community for Q&A/collaboration. Live sessions & Recorded tutorial on CV writing, LinkedIn Optimization and Job search Tips

02

FREE Downloadable 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, for your CV & a professional Winning Tech CV done with you by our professional CV expert..

PROJECT MANAGEMENT:

- Delivering Successful Projects on time - A live project for SCL
- 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)

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

PRACTICALS

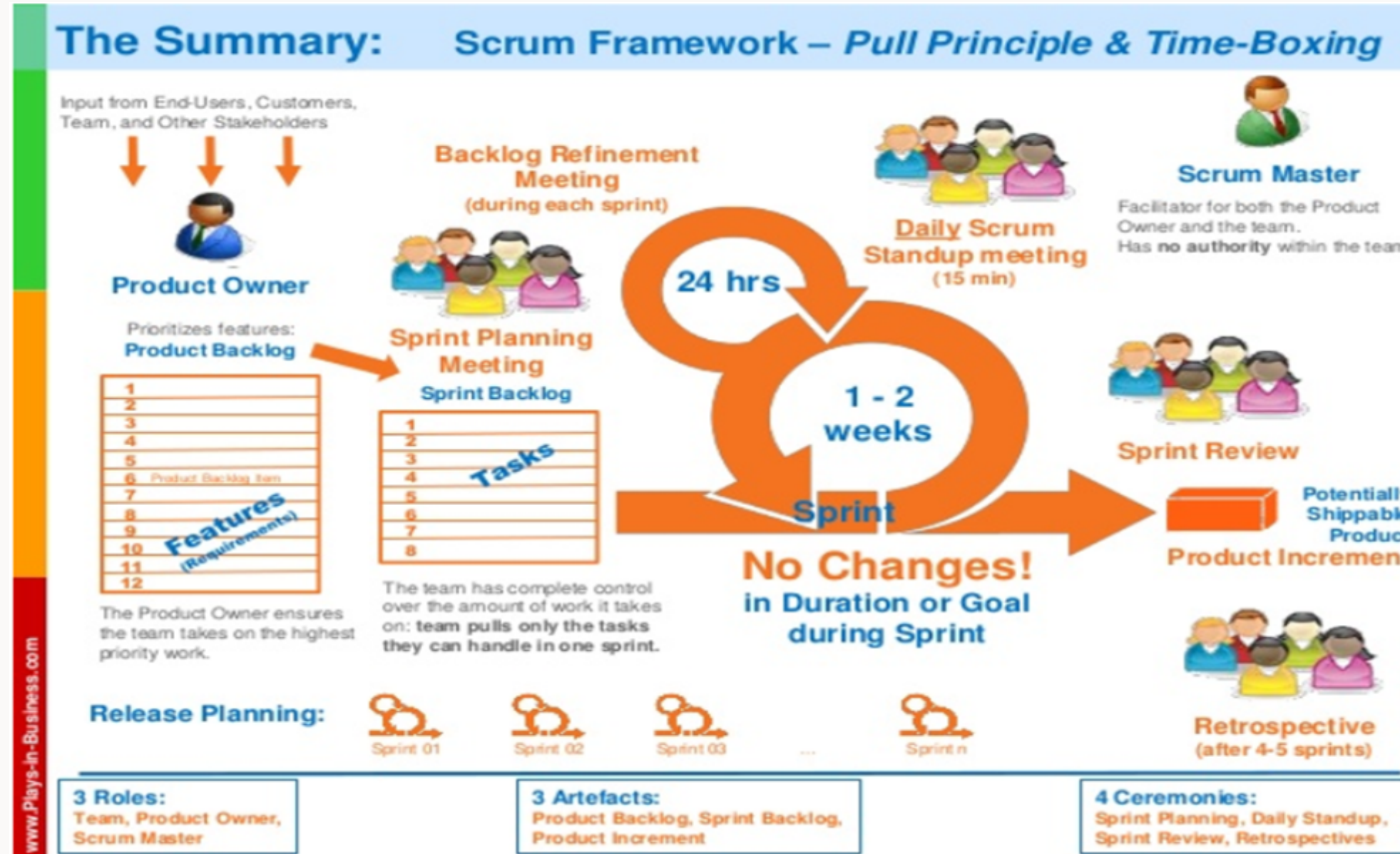
TOOLS:

- MS Excel for project planning, [Excel/Monday.com](https://www.excelmonday.com)
- RAID Management - [Excel/Monday.com](https://www.excelmonday.com) and Confluence for documentation and ensuring right development practices throughout the project life-cycle
- Document repositories - Basecamp and Google Workspace.
- GDPR templates and resources

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) 6 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)
- Group Project team engagements (Weekdays PM, min of 3 days/week) 7.30-9PM (flexibility applied according to set group allocated) inform SCL team of peculiar situations.
- Weekly online meeting of all projects (Project delivery update presentation) Every Friday (7.30-9PM)
- Details of full schedule released monthly- WK 1 of each new month
- New Joiners Orientation/onboarding - Monthly, communication included in joining instruction email.
- Career Coaching Session - 8-10 caree coaching on CV writing, LinkedIn Optimization, Mock Interview prep, job search strategies. A done with you professional CV
- Certificate of Completion (we are a CPD UK accredited training provider)
- Work reference covering the duration spent on the program, available once a role is secured (available upon request)
- Interns are expected to complete 100% of training tutorials available in the Learning portal for selected, program/course, attend live training sessions, demonstrate full involvement in group project activities and all career coaching sessions, to be awarded certificate of completion and reference.

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