

## **ECITB Project Document Managers Course**

### **How to Upskill and Empower Your People Who Work in Document Management and other Project Support Roles**

**Extensive feedback from delegates at early, mid and senior level who have attended GO FORTH virtual delivery of the ECITB Project Document Managers course shows how they enjoy sharing their experience and acquiring additional knowledge, skills and behaviours.**

#### **Project Information Manager**

*Shane did a great job delivering this subject because there is a lot to absorb. Enjoyed it, gave me a different perspective on the way projects are structured. I would definitely recommend it to anyone serious about document management. I was able to share my knowledge with others and in turn receive back from them their own experiences.*

#### **Senior Document Controller/Information Manager**

*My experience was positive. The breakdown structure of the day allowed enough breaks. The tutor was accommodating. Interactive sessions helped better understand the key points. I found it quite insightful and useful overall. Plenty of tricks and tips. Lots of benefits I have taken from this course which will undoubtedly help with my day-to-day work and improve the way I work.*

#### **Document Control Manager**

*I enjoyed the group participation and collective range of ideas / discussions.*

#### **Senior Configuration Administrator**

*Shane kept my attention. Informative and I learnt a lot. I have crippling classroom anxiety. No pressure to talk or participate which helped me relax and want to be involved and learn. I enjoyed it, thank you.*

#### **Senior Document Controller**

*I liked the breakout rooms. We could all collaboratively use the course materials. Shane is very knowledgeable on many aspects of a project. Good to have his input from his experiences over the years.*

#### **Document Controller 1**

*Enjoyed the course which was out of my comfort zone and was made to feel comfortable. I got some good information from the course.*

#### **Document Controller 2**

*Very engaging and relevant to my job. I enjoyed every session of the course.*

#### **Document Controller 3**

*Shane was very good. He ensured everyone participated and that we all understood the training.*

#### **Document Control Administrator**

*Thank you for having me on the course. It has given me additional knowledge which will assist me in my role .*

#### **Project Support Officer**

*I have realised things need improving in my department.*

#### **Administrator**

*Shane was a fantastic trainer, very interesting and kept the days flowing nicely.*

#### **Procurement Manager**

*The trainer sorted everything out in advance, so we were prepared for the first day. It was engaging and glad it was only set to half days. I enjoyed the course, and it helped that the trainer had a good knowledge of the topic and to find his way around teams easily. The course material supplied was also very helpful.*

#### **Procurement Co Ordinator**

*I enjoyed being able to hear everyone's views and comments within the business on different sectors that live far way and could not possibly meet in a classroom environment.*

#### **Technical Clerk**

*Good atmosphere I preferred it as a smaller session with four of us as any questions were answered quickly. We were able to pool together as a team, combining differing experiences to everyone's benefit. Shane delivered the learning experience exceptionally. I look forward to attending a future course.*