

Project leadership



**ASSIGN
BUSTER**

Project Leadership Dear Madam: Sub: Application for the Web-Based Training Project Manager Position As per your request, I am here with sending you this email to express my deep interest in the position of “ Web-Based Training Project Manager”. If given an opportunity, I am sure to put my full effort in accomplishing the objectives and goals set for me by the company and exceed all your expectations.

I understand the roles and responsibilities of a new Web-Based Training Project Manager. Since this is a new position I will have to set high standards for myself. The primary responsibilities of this position will be to select and oversee the training and implementation of the new training management system, as well as monitor company-wide training attendance and identify people who are “ out of compliance.” Besides, I also predict the resistance that I may face from departments, such as manufacturing, who will be required to use tools they have never used or refused to use before. I am confident on my abilities that I will be able to overcome their resistance through a systematic approach. I know that the resistance is basically because as of now they were exposed to instructor-led training, and they often have shunned implementation of any web-based system. They also have a fear that their responsibilities as Department managers’ will increase. They will be required to learn how to use the system to assign courses to their direct reports and monitor the timely completion of the courses. Though my responsibilities during the initial stages will be challenging I am confident on my abilities and my strengths to overcome these situation. With my current experience as a Manager of the Information Technology department and also my previous experiences I am sure to rise up to your expectations.

As a manager the following will be my roles. I will be solely responsible for this project and its successful completion. I will be working in close association with my associates and ensure that adequate resources are applied. I will also have the responsibility to utilize the resources in a most efficient manner and complete the project successfully on time. I will also take this opportunity to plan and tailor methodology to reflect the project needs. Besides I will also be responsible for regular reviews of project status, set standards for training, monitor progress, and also maintain records up-to-date.

The most important qualities required by a manager are interpersonal skills, organizational skills, good communication, efficient problem solving skills and professional training. I am confident that with my current experience in LRH Manufacturing and also my past experiences, I have all these qualities and assure you that I will continue to build on these qualities. If you look at my previous records you will notice that I have passed through all the projects with excellent results and this add-on to my strengths. The only weakness I feel is that during the initial stages of any project I take some time to understand my coworkers personally and officially. However, I feel that this will not be a problem in timely completion of the assigned tasks. It takes a combination of systems, providing strategy, structure and control, and human systems, providing clarity, competence and commitment, to create success. I will prepare the organizational chart and first prove it by doing it myself. I will prove it that it is a realistic chart and any new person with sincerity would be able to do. I am confident of my sincerity and I am sure that I will be able to fit into the position of Web-Based Training Project Manager, if given an opportunity.

Finally, I request you to kindly consider my candidature for this position and give me an opportunity to prove my abilities. Anticipating for a favorable reply

Yours sincerely

Manager

Information Technology department