



LIVE SEMINAR

Project Management Workshop



THIS SEMINAR AT A GLANCE:

- Master the art of project planning and organize the project from start to finish
- Succeed in managing a project without omissions and miscalculations
- Use proven communication skills to get the cooperation, support and resources needed
- Root out waste in every stage of the project — wasted time, money and effort that endanger a project's success
- Identify and use indispensable planning and scheduling tools
- Estimate time and costs with pinpoint accuracy, using a 3-point approach that reduces

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S E M I N A R S U M M A R Y



Are your projects coming in past deadline and over budget?

Project managers are considered successful when they deliver a quality project on time and within budget. This six-hour investment of time will not only save hundreds of hours of frustration but also increase the success of every project. Your project managers will learn from our expert's considerable experience and extensive research. Much like a sea captain, the project manager needs a fully functioning, dedicated, knowledgeable, crew to sail successfully through challenging and narrow passages in the eye of a storm. The project manager's crew — i.e., the project team — is responsible for performing specific tasks to remain on course. This seminar will give the manager a set of tools needed to build morale, confidence and respect in every team member. In addition, the managers will be given techniques to reinforce their leadership skills in decision-making, quality mentoring, coaching and cheerleading.

Who will benefit:

- Experienced Project Managers
- New Project Managers
- Prospective Project Managers
- Executives
- Managers
- Supervisors
- Team Leaders
- Team Members

How we present this material:

Your certified trainer will deliver this information packed seminar using overhead slides and invaluable workbook activities. Working in teams, attendees will be presented with a project and asked to solve some typical problems.

PROGRAM AGENDA

STEP 1: DEFINE

- Utilize a step-by-step checklist to define specific project objectives and pinpoint essential planning components.
- Identify the specific people you should involve in setting objectives, and ensure the project receives necessary support and resources.
- Communicate the project's goals and objectives so everyone involved is working on the same project, schedule and budget.

STEP 2: PLAN

- Organize even the most complex project into manageable, measurable chunks of activity.
- Follow fail-safe planning formulas that put first things first and avoid scheduling conflicts later in the project.
- Utilize eight professional hints to better estimate time requirements and stop bottlenecks and delays before they can start.
- An expert guide to cost estimation: Use a simple, easy-to-follow approach to increase accuracy and reduce the risk of costly errors.
- Take innovative steps to help you marshal all the resources available by evaluation of the "Big 4" resource areas.
- Allocate your resources wisely and avoid wasting time or money at any stage of the project.

STEP 3: IMPLEMENT

- Utilize the flexible three-phase "loop concept" to keep your project flowing smoothly every step of the way.
- Know specific ways to build and sustain commitment to projects over the long haul — from the project team through top management.
- Learn the two key skills to help you anticipate problems before they become difficult to solve.
- Hold action-oriented meetings focusing on results; plus, a little-known technique to ensure successful team meetings.

STEP 4: CONTROL

- Determine the essentials of project control and use these principles to keep your project on time, on budget and meeting objectives.
- Document and report: How to communicate the progress of your project to team members and management.
- Increase your communication effectiveness with innovative graphic techniques for effective, concise progress reports.

STEP 5: ADJUST

- Build flexibility into project implementation, allowing you to handle opportunities and problems as they arise.
- Avoid insidious "schedule slippage" by understanding the causes and utilizing expedient solutions.
- Prepare for Murphy's Law: how to overcome — even take advantage of — the inevitable changes in timing and resources.
- Maximize your performance with professional recommendations.



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