Unstick Your Projects: Leadership Principles & Project Management

This course is designed to address common challenges and issues facing group leaders, managers, and supervisors. We will discuss project management and leadership techniques that will prepare individuals to prepare, track, and report the metrics needed to make sound business decisions. You will learn how to prepare meaningful schedules and be equipped with the tools and skills to provide accurate and timely budget and resource information.

Only by knowing the real-time status of your project can you make fast and effective resource allocation decisions! We will show you how to facilitate efficient and effective meetings and to create an environment that encourages motivation and open communication. Finally, we will address issues and challenges as requested. Simply include your particular concerns when registering online and we will ensure that topic is included in this one day workshop.

Organization

- PMI and A Guide to the Project Management Body of Knowledge (*PMBOK® Guide*)
- Time Management
- Prioritization and Management of the Project Constraints
- Introducing YOU…the PM Superstar!

Schedule

- Critical Path Method
- Resources and Constraints
- Contingency

Budget

- Estimating & Budget Preparation
- Tracking and Reporting
- Earned Value Analysis

Leadership

- Motivation
- Leading by Example
- Leadership vs. Management
- Conflict Resolution

Communication (Client-Focused)

- Managing Expectations
- Proactive Communications

Communication (Project-Focused)

- Efficient Communications in the Team Environment
- Project Meetings
- Brainstorming
- Keeping Meetings on Track