

# Project Management Training

Business Management For Results



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## Lead More Successful Projects With Our Training

Call on us when you want to help your team leaders become the best possible project managers. We can provide customized on-site training for beginner and intermediate level project managers or your leaders can attend an off-site seminar.

With our training your managers learn tangible skills that they can immediately and easily implement. We help them use everyday tools to manage and communicate goals and tasks so that their time is spent leading the project rather than learning software.



### YOUR ORGANIZATION BENEFITS WITH MANAGERS WHO ARE BETTER ABLE TO:

- Use simplistic user friendly tools
- Build realistic and detailed plans that can be easily implemented
- Identify and manage issues and risk
- Establish accountability among team members
- Provide summarized updates to various levels of management
- Leave a one-day class with a beginning project plan
- Remove the complexity of project management and get the job done.

## Your Managers Will Master These Crucial Skills

### TEAM LEADERSHIP

- Building project teams
- Managing project teams for success
- Establishing accountability
- Identifying team weaknesses
- When to use additional resources
- Changing team members

### BUILDING THE PROJECT PLAN

- Scope and outcomes
- Resource requirements and budgets
- Critical path and milestones
- Accountability and timelines
- Detail tasks, risks, and issues
- Dependencies
- Prioritization

### PROJECT MANAGEMENT

- Project manager's checklist
- Identifying risks and issues
- Developing multiple and alternative solutions
- Using third-parties and holding them accountable
- Leading a project meeting
- Effective project meetings
- Project management tools
- Change Management

### COMMUNICATION

- Executive status reports
- Elevating issues and risks
- Peer and project team updates
- Customer interaction



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