

# Advanced Project Management

It's easy to forget the "manager" part of your "project manager" title amongst all the activity during a project. However, it is crucial that you hone your management skills as they are an important part of your success as a project manager. There are also some advanced project management techniques that you can master to help bring your projects to the next level. These are the two areas that we will focus on in this one-day workshop.

This workshop presumes that you have a thorough understanding of project management, including topics such as preparing a statement of work, setting project goals, scheduling, budgeting, managing project risks, and executing a project.

## How You Will Benefit:

- Think critically when choosing a project team
- Make the best of an assigned project team
- Help teams move through various stages to become a high-functioning machine
- Maximize productivity at team meetings
- Reward and motivate your team
- Develop and execute a communication plan
- Communicate with sponsors and executives more effectively
- Identify problem team members and strategies for working with them

## What You Will Cover:

- ▶ Choosing the Project Team
- ▶ Scheduling Your Project
- ▶ Building a Winning Team
- ▶ Team meetings
- ▶ Nine Easy Ways to Reward Your Team
- ▶ Developing a Communication Plan
- ▶ Communicating with Sponsors and Executives
- ▶ Dealing with Problem Team Members

Name of City and Date of Event

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## What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$xxx per person, plus applicable taxes. \*Prices and dates are subject to change.

## Pre-Registration Form:

### Advanced Project Management

Yes  Enroll me now

Participant Name (*Please Print*)

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Position

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Immediate Supervisor

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Organization

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Organization Address

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ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### Mailing Address

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