



# Practical “Hands On” Project Management



This two-day seminar is designed to get you up to speed fast on the latest, most effective tools, techniques and strategies necessary for today's program and project managers. The flow of information today is creating more projects and programs and increasing them in size and complexity every day. Those who manage their projects and programs more efficiently and effectively will be recognized as leaders within their organizations and the organizations within their industry. Participants will have a thorough understanding of the tools and techniques necessary to bring a project in on time, on budget and at the desired level of performance. Learn the phases of effective project management and how to plan so as to be more efficient. Learn how to use the same powerful tools top researchers, scientists and corporate managers use to plan and manage projects and processes - PERT, GANTT and CPM to name a few.

## WHO SHOULD ATTEND?

Project Managers and Team Leaders; Supervisors, Managers and Department Heads; Anyone who wants to manage projects from start to finish with greater effectiveness and efficiency.

## What you will learn...

- ★ The five phases of project management – a miracle isn't one of them.
- ★ What the foundation ALL successful projects are built upon?
- ★ How to clearly define your projects' objectives.
- ★ When do you WANT to make assumptions?
- ★ How to maintain situational awareness about your project.
- ★ How to implement and manage change.
- ★ Why is it halfway through a project when you find out it's “not what the customer ordered”?
- ★ Learn what the differences are between goals, objectives and metrics.
- ★ How to apply an 11-step planning process that works.
- ★ What you can do to prevent “things” from falling through the cracks.
- ★ Practical exercises you can use with your own projects
- ★ Reverse Planning – how it works.
- ★ Deciding when to plan and when NOT to plan.
- ★ Estimating your time line more accurately.
- ★ What a CPA can do for you.
- ★ Building enthusiasm into your team.
- ★ How to conduct meetings that get results.
- ★ Problem solving strategies.
- ★ Capitalize on the five principles of leadership to maximize your team.
- ★ What you can do to prepare for the unexpected.
- ★ Build courses of action that will drive success.

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**Presenting the most relevant topics in business today.**

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