

Project Management

Training Programs
and Workshops

**Corporate
Programs**

National Project Management Inc

1 866 464 4834

Canada . United States

Professional Development



Professional Development

Comprehensive workshops to develop project management skills at all levels

Corporate Project Management Training Programs

Project Management training and certification programs for every level of experience, from basic fundamentals to professional certification, based on the framework and standards of the Project Management Institute

NPM is a professional project management training and consulting firm. We deliver training solutions to corporate clients from every industry sector assisting them to optimize their organization's performance. Our training curriculum offers more than 14 project management courses, workshops, and seminars for every experience level ranging from new project manager to those preparing to write the PMP Certification Exam from the Project Management Institute. As a registered educational provider of PMI, all our training programs qualify for professional development credits (PDUs) from PMI and also qualify for educational credits towards new applications to write the PMP Exam.

We Customize Our Workshops To Meet Your Business Needs

Training your staff on-site permits the workshop to focus on your company's specific needs. We customize all our workshops to meet each individual company's training objectives and level of participant experience. Before each in-house workshop, our senior project management staff meet with your company's management team to establish the training objectives for your staff. We then customize our workshops to meet your needs.

Immediate Impact On Your Productivity

On-site workshops provide a valuable team development activity for your staff and teams. This creates an immediate impact on staff morale, creates an atmosphere of teamwork, and moves your organization more rapidly towards a productive and efficiently managed business.

The Instructors

Each of our instructors are working professionals from industry with at least 20 years project management experience. They are senior project managers that bring a wealth of real practical experience to every workshop.

Our Workshops Include

We provide all the required audio visual equipment, workshop materials, experienced instructors, and participant registration. For most of our workshops, clients prefer to hold the courses at their business sites. We also offer our own training facilities that are specially designed for professional development activities.



Workshop Format

All our workshops are a hands-on format which include instruction and exercises that reinforce the learning. Participants are grouped into teams that plan and manage real projects using the tools and techniques presented in the workshop. Every participant receives:

- 2 - 5 full days instruction
- Reference materials
- Project Management Certificate
- Project Manager's Toolkit
- Free on-line technical assistance

Project Management Workshops

Basic Fundamentals

Project Management Tools & Techniques

Project Management Skills Development

Technical Skills

Effective Project Planning & Control
 Project Estimating & Budgeting
 Project Scheduling
 Project Risk Management
 Project Quality Management
 Contract Management
 Managing Multiple Projects

Soft Skills

Project Team Management
 Project Communications Management
 Negotiation For Project Managers
 Power, Influence, and Authority

Project Manager Certificate Programs

PMP Certification Exam Prep Workshop
 CAPM Certification Exam Prep Workshop

Other Project Management Workshops & Programs

We also offer other programs including industry specific versions of our training workshops, project facilitation workshops, and consulting to assist clients in establishing a Project Office.

Earn PDU Credits

We are a Registered Educational Provider of the Project Management Institute. All our workshops qualify for educational credits required for applications for PMP certification and for PDU credits required for maintaining PMP accreditation.

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Workshops

Comprehensive workshops to develop project management skills at all levels

Project Management Basic Fundamentals

Project Management Tools & Techniques Workshop (2 Days) 15 PDU

Provides a comprehensive overview of project management techniques to effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format. You walk away with skills that you could apply immediately on the job.

Project Management Technical Skills

Effective Project Planning & Control Workshop (2 Days) 15 PDU

This workshop provides effective planning techniques to define project requirements, create work breakdown structures, establish effective implementation plans, and design project control strategies. Participants learn the planning process to create a realistic project plan which is used as the baseline to implement the work, monitor progress, and control the project.

Project Estimating & Budgeting Workshop (2 Days) 15 PDU

Estimating and cost control is a fundamental task of the project manager. The process involves breaking the work down into specific activities and tasks, establishing the resource requirements for each task, estimating the costs of resources and activities, creating a realistic baseline budget, creating a project cash flow, establishing monitoring strategies, and controlling the budget. Participants receive in-depth instruction on estimating principles, methodologies, and procedures, along with effective strategies to monitor and control the budget. They learn to create realistic estimates and budgets that withstand the scrutiny of clients and other stakeholders.

Project Scheduling Workshop (2 Days) 15 PDU

Effective management of the project schedule is an important requirement in reaching the project goals. This workshop provides scheduling techniques which enable breaking the work down into specific and detailed tasks, sequencing these tasks in logical order based on their dependencies, estimating the duration of each task, calculating the critical path of tasks which control the completion date of the schedule, creating a baseline scheduling, creating monitoring strategies, and controlling the schedule.

Project Risk Management Workshop (1 Day) 7.5 PDU

Managing risks is recognized as an important element of effective project management. The risk management process involves identifying potential risks on your projects, assessing the impact of these risk events, establishing risk response strategies, and when required implementing risk responses. Participants receive instruction on risk management principles, methodologies, and procedures, along with effective strategies to monitor and control the risks at every stage of the project.

Project Quality Management Workshop (1 Day) 7.5 PDU

More and more organizations are realizing that to guarantee customer satisfaction, maintain customer relationships, and stay competitive they must implement some form of quality management process. The quality management process involves defining the project standards based on client requirements, determining performance measures, monitoring the workflow, and controlling the output to ensure adherence to the standards. Participants learn quality management principles, methodologies, and procedures, along with effective strategies to monitor and control the project quality. They also receive strategies for instituting continuous improvement programs in their work processes.

Contract Management Workshop (1 Day) 7.5 PDU

A project manager must be equipped with a solid understanding of the contract management process to ensure that the most value is obtained on contracts negotiated for the project. The contract management process involves establishing the requirements for the contract, evaluating which contracting methodology to use, creating contract solicitation documents, soliciting proposals, establishing evaluation criteria, evaluating proposals, awarding contracts, and performing contract administration. Participants receive instruction on contract management principles, methodologies, and procedures to effectively manage contracts.

Managing Multiple Projects Workshop (1 Day) 7.5 PDU

Managing multiple projects requires an understanding of project prioritization, resource management, and competition for organizational resources. Participants learn strategies to set and manage priorities, goals, and objectives for a program of projects while balancing resources to achieve optimum performance. Strategies include methods of setting priorities, establishing stakeholder expectations, monitoring, and controlling multiple projects.



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Project Management Soft Skills

Project Team Management Workshop (2 Days) 15 PDU

The human aspects of project management is an important and challenging task of the project manager. Effective team management involves creating a project team structure that is right for your project, staffing the team with appropriate resources, developing and motivating the team towards exceptional performance, managing team conflicts, negotiating resolutions on team issues, measuring and managing team performance, and using the right leadership strategies to achieve the project goals. This workshop provides participants with techniques on how to persuade, negotiate, increase effectiveness of communications, and master the team formation and management process to ensure you obtain the best from your most valuable resource.....your staff.

Project Communications Management Workshop (2 Days) 15 PDU

The impact of effective communications management is paramount to managing any project. Effective communications involves understanding who the project stakeholders are, determining each of their communication needs, and establishing a strategy to communicate with all stakeholders in the most efficient and appropriate manner. Participants learn the different dimensions of both internal and external communications and are provided with tools for managing the communications process during each of the project phases.



Negotiation For Project Managers Workshop (1 Day) 7.5 PDU

Negotiation is an important skill for project managers. They must continuously negotiate with clients, team members, vendors, and other stakeholders to effectively manage the performance of their projects. Participants learn methods of analyzing relationships with stakeholders and creating effective and appropriate negotiating strategies. They are provided with methods of determining stakeholder needs, diffusing potential conflict in negotiations, and strategies of working towards more collaborative principle based solutions.

Power, Influence, and Authority For Project Managers Workshop (1 Day) 7.5 PDU

Project managers often work in an environment where they do not have formal power of staff within the organization that do not directly report to them yet they need the cooperation and commitment of all their team members. This workshop provides participants with strategies of how to gain power and influence at the project level even when they do not have a senior position in the organization. They also gain an understanding of the importance of and difference between project responsibility, accountability, and authority.

Project Management Certification

PMP Certification Exam Preparation Workshop (5 Days) 37.5 PDU

PMP Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop is designed to prepare participants for writing the PMP Certification Exam and provides the prerequisite 35 hour educational credits required for application. Learn strategies to condense your study efforts and methods to achieve higher scores. All PMP Exam topic areas are covered, including the PMI knowledge areas, the PMBOK®, and many other reference texts. Participants evaluate their existing knowledge, determine what knowledge is missing, and create a study plan to fill the gaps. Multiple sample exam questions on every topic area are provided including a complete exam simulation along with a review of answers and references.

CAPM Certification Exam Preparation Workshop (3.5 Days) 23 PDU

This workshop is designed to prepare participants for writing the CAPM Certification Exam and provides the prerequisite 23 hour educational credits required for application. Learn strategies to condense your study efforts and methods to achieve higher scores. All CAPM Exam topic areas are covered, including the PMI knowledge areas, the PMBOK®, and many other reference texts. Participants evaluate their existing knowledge, determine what knowledge is missing, and create a study plan to fill the gaps. Multiple sample exam questions on every topic area are provided including a complete exam simulation along with a review of answers and references.



All our workshops qualify for educational credits towards new applications for PMP certification and for maintaining PMP accreditation.

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