

Project Management Training Programs



Programs To Develop Your Project Management Skills

Project Management Tools & Techniques
(2 day workshop)

To Register

Call 1-866-464-4834
Web www.nationalpm.net

More Information

Call 1-866-464-4834
Email mail@nationalpm.net

Project Management Tools & Techniques

A practical workshop to develop basic project management skills

Skills you can apply immediately on the job

Workshop Outline

Day 1 Project Management Technical Skills

- 1. Project Management Basics**
 The need for project management
 What is a project
 What makes a successful project
 What is project management
 The project management process
- 2. Project Initiation**
 Prioritizing your projects
 The project requirements
 Establishing the goals of the project
 Risks and constraints
 The project charter
- 3. Project Planning**
 Project scope and WBS
 Schedule
 Budget
 Human resources plan
 Risk management plan
 Communications plan
 Quality plan
 Procurement plan
 Project plan
- 4. Project Execution**
 Implementing the project plan
 Managing the team
 Measuring progress
- 5. Project Control**
 Monitoring the project against the plan
 Identifying deviations from the plan
 Taking actions to bring the project back on track
- 6. Project Close-out**
 Client sign-off
 Documentation
 Lessons learned

Day 2 Project Management Soft Skills

- 1. The Project Manager**
 What makes a successful project manager
 Project manager vs. project leader
 Project manager's power and influence
 Responsibility, authority, accountability
- 2. Managing High Performance Teams**
 Defining the team structure
 Setting roles and responsibilities
 Selecting the right team members
 Managing the newly formed teams
 Team building
 Conflicts in projects
 Managing conflict in project teams
 Achieving high quality decisions
 Team communications
 Negotiation in projects
 Project leadership
- 3. Project Management in Organizations**
 Creating a project management process that works
 Managing by projects
 Incorporating project management in your business
- 4. Resources for the Project Manager**
 Project management software
 The Project Management Institute

For new project managers who want an overview of the project management framework based on the standards of the Project Management Institute (PMI).

Location & Dates:
 www.nationalpm.net - Workshop Schedules

Price:
PDU: 15 PDU
Subject Code: PMP 200

What the Workshop Provides

Provides a comprehensive overview of project management techniques so you can 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 gain skills that you can apply immediately on the job.

What You Learn

Master basic project management skills, methodologies, and tools to enable you to prioritize your projects and workload, create realistic goals, recruit and manage high performing teams, create a work breakdown structure that makes your projects easier to manage, establish reliable project budgets and schedules, implement project tracking techniques, and create effective strategies to control the project budget, schedule, and quality. Both the technical and soft skill sides of project management are covered.

Workshop Format

This hands-on workshop includes instruction and exercises that reinforce the learning. Participants are grouped in teams that plan and manage real projects using the tools and techniques presented in the workshop. Every participant receives:

- Two full days of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Project manager's toolkit

The Instructors

Each instructor is a working professional from industry. They are senior project managers that bring a wealth of practical experience to every workshop

 **Project Management Institute**
 Earn PDU Credits from **Project Management Institute**

NPM is a Registered Educational Provider of the Project Management Institute. All workshops qualify for educational training towards new applications for PMP certification or for PDU credits towards maintaining PMP accreditation.



On-Site Training

We also offer on-site training for all these workshops. If you want to train 10 or more staff, we can provide your own in-house workshop customized to meet your company's needs at affordable group rates.

Call
(866) 464 4834 Toll Free