Fundamentals of Successful Project Management

The unique two-day workshop that takes the mystery out of successful project management

**PLAN**
- How to develop your project plan and get it started in the right direction

**SCHEDULE**
- How to set realistic timelines and goals for your projects

**CONTROL**
- How to set up checkpoints to gauge the project’s progress along the way

Real-world training on how to keep your projects on track, on budget, on time!

To enroll, call toll-free 1-800-873-7545, online at www.skillpath.com

We’re coming to your area...
TO: Project managers and team leaders, managers and supervisors with project management responsibilities

FROM: Jack Cave

It’s a fact. Managers who know how to complete projects on time, on budget and with the desired results are in high demand and—as top management everywhere agrees—in short supply.

- That’s why we set out to consult with the nation’s top project managers. We wanted to find out what techniques are working for them, gain the benefit of their experience and practical insights and bring the information straight to you.

So, what are the secrets of these project management “superstars”? No secrets, really. Just a thorough understanding of what it takes to guide a project from bright idea to bottom-line result. The know-how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. The skills to make their projects an orderly progression of completed objectives, instead of the all-too-common helter-skelter race with disaster.

That’s our crystal-clear goal in this unique seminar: To equip you with the tools, knowledge, insights and skills to make you an outstanding project manager. We’ll focus on practical applications and techniques that you can take back to work and use the very next day: Step-by-step guidelines that you can apply to your current or next project.

- Whether your project is simple and straightforward or complex and detailed, the same rules apply. You’ll leave this seminar equipped to be more effective than ever before in leading projects to successful completion.

Managing projects successfully is a challenge. Yet there are great rewards for those who master the necessary skills. Let us show you how.

Jack Cave
President, SkillPath Seminars

P.S. Whether you manage projects full-time or as an additional duty, the skills you’ll gain from this training can save you and your organization valuable time and resources while making your projects more successful.

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On-site training and keynote speaking...

We can deliver this workshop right to your company’s door or provide customized, you-pick-the-day training on any program pertinent to your organization’s training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, SkillPath is the answer. For complete details and a no-obligation quote, call 1-800-873-7545 and ask for the on-site training department.
We consulted with the nation’s leading project management experts and top project managers in the field to bring you the most comprehensive project management training available. You’ll find it rich in detail on how to set realistic goals and objectives, plan and track progress and use real-world techniques for keeping projects on course.

You’ll learn how to use scheduling tools like Gantt, CPM and PERT and how to evaluate the pros and cons of each for your particular project needs. Plus, you’ll learn how to recognize and avoid some of the common pitfalls and mistakes that can sabotage even the most well-conceived projects. And, because “gremlins” always show up, we’ll show you how to provide for contingencies and how to creatively solve problems and handle conflicts.

What’s more, we bring this unique two-day course right to your area at a price that’s a fraction of what others charge for similarly comprehensive programs.

You’ll gain 6 valuable skills that will serve you forever:

1. **How to plan projects.** Using powerful tools that can make planning easier, faster and more accurate

2. **How to keep things moving.** Motivating your team and communicating with key players up and down the ladder

3. **How to establish timelines.** Selecting and using the appropriate scheduling methods: PERT, Gantt and CPM

4. **How to manage multiple projects.** Setting priorities and resolving the conflict between competing priorities

5. **How to monitor and control.** Keeping tabs on costs, schedules and objectives while monitoring checkpoints to measure progress

6. **How to solve problems.** Getting the most from available resources and taking action to save projects in trouble

“Your satisfaction guaranteed!

Your complete satisfaction is important to us. If you’re dissatisfied for any reason, let us know right away—we’ll issue you a refund or arrange for you to attend another SkillPath program. It’s that simple.

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“The seminar was very helpful, not only on the technical project management side, but with addressing the people side. The human element is the most important part of managing projects.”

—Salvatore J. Mastellone
Medex Assistance Corp.

“I absolutely LOVED working on a real-life project in a group setting. It made everything we were learning have instant meaning.”

—Shelly Shultz
Dutch Valley Food Distributors
Key considerations for project managers
- The 6 unique characteristics that distinguish project management from other responsibilities
- Mastering the 6-stage project management process
- Recognizing the “triple threat” constraints you face with every project you start
- Why deadlines are missed—how to avoid, up front, the single biggest obstacle to meeting the schedule
- Avoiding the 4 most common problems that plague projects
- How to identify and avoid the 3 biggest pitfalls that can keep a project’s outcome from living up to expectations
- The 10 commandments for successful project management
- The SMART approach to setting clear goals

The fundamentals of project planning
- The basic purpose of planning
- How to recognize and overcome the barriers to good planning
- When planning really is a waste of time
- The one rule to use for determining how much time to allow for planning
- How to use a simple planning “safety net” to make sure nothing falls through a crack
- Planning the time dimension: How to use PERT, Gantt, CPM—choosing the technique best suited to your needs
- How to estimate a project’s cost—4 straightforward methods
- How to efficiently integrate and allocate the resources at your disposal (and how to make a powerful case for more resources when you need them)
- There are 3 commonly accepted ways to provide for contingencies in project plans—we’ll show you which one top project managers prefer

Getting down to work
- Individuals receive trophies; teams win championships—how to recruit and select the winning project team
- The 4 staffing rules for building an effective team
- How to instill a high degree of motivation and commitment in team members
- How to get the cooperation and involvement of the critically important “support” team
- Why team member task assignments must include some give-and-take
- How to conduct project meetings that get results
- How to use the WBS system to tie work units to the time dimension
- Choosing the right management tools: Internal integration vs. external integration
- 4 vital “people factors” you must take into account when setting objectives

Continuing Education Credit: SkillPath offers Continuing Education Credits based on program length and completion in accordance with the National Task Force for Continuing Education guidelines for attendance at our seminars (save this brochure and your Certificate of Attendance). Our courses may also qualify for other continuing education credits based on the content and specific credit hours awarded for each topic. Please contact your professional licensing board or organization to verify specific requirements. You may also contact us at 1-800-873-7545 for additional assistance. This course qualifies for 12 contact hours.
Monitoring and controlling
- How to structure reports for maximum value
- How to determine the kinds of reports you’ll want
- What written reports can and cannot tell you
- How to determine how much detail reports should include and what the distribution should be
- Recognizing the built-in bias of the report writer
- Using periodic and topical reviews as your “off-course alarm system”
- Communicating and coordinating—how to let everyone on the project know what’s expected of them and how they’re doing
- How to establish checkpoints and milestones that tell you whether or not your project is on track

Problem solving and troubleshooting
- The 7-step problem-solving formula
- How using a decision tree can often make the solution obvious
- Dealing with the special problems of smaller projects
- How to use the principle of “organized disagreement” to ferret out creative alternatives and solutions
- How to handle the 7 most common sources of conflict in project management situations
- How to get team members to accept changes when necessary
- How to prepare for the changing nature and intensity of conflict as the project progresses
- 9 specific actions you can take immediately to save bogged-down, derailed projects
- How to recognize and deal with the “dirty dozen” project productivity killers

Managing multiple projects
- The one management secret that will always serve you no matter how many “top priorities” you’re juggling
- Recognizing which projects must take precedence
- Multi-project reporting systems

Computers and project management
- Recognizing what project management software can do for you—and what it can’t
- 7 evaluation criteria to help you select the best software package for your needs
- How to “test the water” before you jump in

Putting it all together
- How to organize what you’ve learned into your own Project Action Plan

IT’S EASY TO ENROLL!

ONLINE:
Enroll online at www.skillpath.com

BY PHONE:
1-800-873-7545

BY EMAIL:
enroll@skillpath.com Please include: Name and mailing address, session you wish to attend, your VIP number as it appears on your mailing label, approving manager and billing information

BY MAIL OR FAX:
SkillPath Seminars, P.O. Box 804441, Kansas City, MO 64180-4441
Fax: 1-913-362-4241

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a $25 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. Substitutions may be made at any time.
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Fundamentals of Successful Project Management

Manager needs project management training?

Who needs project management training?

on projects can benefit from.

Managers and supervisors ... project leaders ... team leaders ...

Almost everyone’s job today includes the requirement for successfully managing projects. The need for a straightforward framework for successfully managing projects has never been clearer.

Fundamentals of Successful Project Management provides the real-world, successful project management process. The model is comprised of four essential components.

Who needs project management training?