

An advanced project management course to build skills and develop proficiency through practicing confidence-building exercises. This course helps attendees stay on top of even the most hectic project time lines. Tips will be provided to ensure accountability and to assist in developing faster methods of accomplishing work.

*WHAT SKILLS WILL THEY LEARN?*

- Define project requirements
- Estimate project elements
- Schedule resources for the project
- Define design requirements
- Work with multiple bosses
- Exercise contingency plans
- Track information flow
- Document the project
- Monitor and report project progress
- Maintain cost control
- Ensure quality control using customer standards
- Wrap up projects professionally
- Develop a standard project template for multiple use

*HERE IS A LIST OF COURSES WITHIN THIS SESSION:*

- Brainstorming
- Communicating for Results
- Compelling Presentation Skills
- Goal Attainment
- Interpersonal Communication
- Project Management for Individuals
- Project Management for Teams

*WHO SHOULD ATTEND:*

Project managers looking for a refresher course. Engineers of all professional skill areas including information management engineers. Team leaders who are interested in becoming project managers. Self-directed work teams looking for advice on how to keep project team meetings focused on project related priorities.