

## Corporate Training & Workforce Development

### Project Management Training

#### 1. Project Management Overview

Training Length: 8-16 Hours

Course Summary:

- Project Management principles and concepts
- Defining a project's scope, framework, and goals
  - Setting & prioritizing goals
  - Identifying and preventing scope creep
- Maintaining project momentum
  - Schedule management
  - Resource/procurement
  - Meeting objectives and goals
- Maximize your team's potential
  - Engagement, conflict resolution, and coaching
  - Identifying your team's strengths
  - Delegating for success
  - Communication
- Cost Management
  - Creating and meeting budgets

#### 2. Project Management-The Basics

Training Length: 16-32 Hours

Course Summary:

- Project Management principles and concepts
- Defining a project's scope, framework, and goals
  - Setting & prioritizing goals
  - Identifying and preventing scope creep
  - Identifying risk and mitigation
- Maintaining project momentum
  - Schedule/Time management
  - Resource allocation/procurement
  - Smart decision making
  - Meeting objectives and goals
  - Meeting project milestones
  - Quality standards
- Maximize your team's potential

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- Engagement, conflict resolution, and coaching
- Identifying your team's strengths
- Delegating for success
- Communication
- Budget & Cost Management
  - Creating and meeting budgets

### 3. Project Management-Advanced (PMP Cert. Testing Prep)

Training Length: 35-40 Hours (35 hours required for PMP cert. testing)

Course Summary:

- Project Management principles and concepts
- Connecting strategy and execution
- Defining a project's scope, framework, and goals
  - Setting & prioritizing goals
  - Identifying and preventing scope creep
  - Identifying risk and mitigation
- Maintaining project momentum
  - Time & schedule management
  - Resource allocation and procurement
  - Smart decision making
  - Meeting objectives and goals
  - Meeting project milestones
- Agile Project Management
- Maximize your team's potential
  - Engagement, conflict resolution, and coaching
  - Identifying your team's strengths
  - Delegating for success
  - Communication
- Leading and managing change
  - Technology's influence on project management
  - Overcoming change obstacles
- Budget & Cost Management
  - Creating and meeting budgets
- Lean / 5S Overview
  - Quality control
  - Implementing lean concepts into your project
  - Six Sigma overview and application