

Methodology:

We believe learning should be fun, and we design all our seminars with the adult learner in mind. You can expect us to:

- Make every session innovative, comprehensive, and motivational.
- Adapt to the uniqueness of each class.
- Use realistic examples and case studies.

Instructors:

Wilma Randall

Wilma holds a B.S. in Education, Training and Development and has achieved her national professional certification through the American Society for Training and Development. She designed, developed and implemented a comprehensive, year-round training program for a major non-profit organization; the program is now used as a model in that sector. Wilma has served on numerous local, state and national boards of directors, and she has a Masters Degree in Organizational Development.

wilma@trainwithpds.com

Lori Hoppes

Lori specializes in interactive learning in adult education through confident and animated presentations. She is a Certified Challenge Course Instructor and holds a B.S. in Education, Training and Development. Lori's background includes designing, coordinating and delivering training programs and seminars across a wide range of venues.

lori@trainwithpds.com

**I am not afraid of storms, for
I am learning how to sail my ship.**

- Louisa May Alcott

**Service makes the difference in
competitive advantage.
Discover how *Professional
Development Specialists* will
make a difference for you.**

***Making change happen one organization
at a time.***

9200 Snowberry Drive
Oklahoma City, OK 73165-9730
(405) 249-5051
(405) 210-3780
www.trainwithpds.com

Fundamentals of Project Management

Offered by



Professional Development Specialists, LLP

9200 Snowberry Drive
Oklahoma City, OK 73165-9730
(405) 249-5051
(405) 210-3780
www.trainwithpds.com

Fundamentals of Project Management

Purpose:

Effective project management skills are necessary in a successful career. **Project Management** provides the tools needed to complete projects on time. You will work through and gain experience in all phases of a project, from definition to evaluating and sharing results.

You will learn:

- The importance of defining the project scope and garnering support from key players.
- Techniques for planning your project and establishing benchmarks.
- Tips on keeping the project moving and meeting deadlines.
- How to evaluate and share the results of a finished project.

You will receive:

- Job aids you can use to plan and execute your next project.
- A bibliography of suggested reading materials.

You will:

- Interact and network with your colleagues.
- Learn by doing.
- Develop an action plan to successfully complete your next project on time and within budget.

Objectives

- **Define the project.**
 - **Identifying objectives and scope.**
 - **Assembling the team and garnering support from key players.**
 - **Ascertaining authority and budget.**
 - **Developing a project notebook.**
- **Determine project benchmarks.**
 - **Identifying tasks required.**
 - **Determining priorities and setting goals.**
 - **Analyzing and managing potential risks.**
 - **Dealing with vendors.**
- **Complete the project.**
 - **Tracking progress and meeting deadlines.**
 - **Handling changes and deviations in scope.**
 - **Holding effective meetings.**
 - **Coaching and problem solving.**
- **Evaluate project results.**
 - **Recording and sharing lessons learned.**
 - **Celebrating successes.**
 - **Advocating for future projects.**