TECHNICAL MANAGEMENT SERVICES

Creating an Environment for Successful Projects

A 2-Day *Hands-On* Workshop

Course Description: The hands-on workshop zeroes in on the keys to creating a strong, focused, project organization. Managers and prospective managers get the cutting-edge information and tools they need to build and support the project management climate that is the fundamental key to making projects succeed. This workshop outlines exactly what key managers need to do to ensure senior management, customers, and workers support projects.

All attendees will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools and research developed and gathered over decades by our instructors. Toolkits include items such as checklist, tips and techniques, sample documents, forms, academic and government studies, and numerous other tools to help you use your new skills immediately.

Who Should Attend: This workshop is designed for key managers and supervisors who want to create and drive a climate in the organization that causes the senior manager; customer; worker and other stakeholders support their efforts on projects. If you are managing an organization that is planning to or has recently undertaken a new challenging project, this is a great opportunity.

Learning Objectives:

- Understand personal assessment inventories
- Recognize that projects without strategic emphasis often end in failure
- Identify the right manager or management team to oversee project
- Create a team charter, project vision and mission statement and have a communication plan to sell the project
- Be familiar with motivation theory and apply theory to Management/Leadership Approach
- Recognize what the organization should do before limiting choices by considering only what the organization is capable of doing
- Recognize the power generated by a learning organization.
- Create talking points linking the project's strategy and support it with authenticity and integrity
- Understand Group Development Stages (GDS) and able to adapt management and leadership style to situation, climate and resource availability

Subjects Covered in this Workshop:

- Creating Strategic Emphasis for Projects

- The Project Management Initiative Process and How to Implement It

- How Upper Management Influences Project Success

- How to Use This Information to Get the Visibility and Support You Need

- Supporting the Project Team

- Organizing the Project Management Effort

- Understanding Work Types

- Metrics You Need to Know

- What Metrics to Avoid, At All Costs

- Developing Project Managers

- Planning the Project Environment

- Exactly What Inspires Project Workers?

- How to Build Morale in Your Project

Additional Information
CPE Credits: 13.0
CEU Credits: 1.1
Suggested Program Prerequisites: Problem Solving and Decision Making
Advanced Preparation: None
NASBA Program Level: Intermediate
NASBA Field of Study: Personal Development
Delivery Method: Group Live – Classroom

CPE
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Refund/Cancellation Policy: TMS has a 2 week cancellation policy. Courses cancelled 2 weeks prior to the program start date will receive a full refund. Courses cancelled within 2 weeks from the program start date will not receive a refund for the program. | **Complaint Policy:** For more information regarding administrative policies, such as complains, please contact Stacey Kruse at stacey@tmsworkshops.com | **Official National Registry of CPE Sponsor's Statement:** Technical Management Services (TMS) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.

In order to be awarded the full credit hours, you must be present, registering your attendance and departure on the attendance sheets.

Air Force Competencies Addressed / Proficiency Levels

Employing Military Capabilities

Operational and Strategic Art
Unit, AF, Joint, and Coalition Capabilities
Non-Adversarial Crisis Response

Enterprise Perspective

Enterprise Structure and Relationships
Government Organization and Processes
Global, Regional, and Cultural Awareness
Strategic Communication

Managing Organizations and Resources

Resource Stewardship	Skilled
Change Management	Skilled
Continuous Improvement	Skilled

Strategic Thinking

Vision	Skilled/Advanced
Decision Making	Skilled/Advanced
Adaptability	Skilled/Advanced

Leading People

Develops and Inspires Others	Skilled
Takes Care of People	Skilled
Diversity	Skilled

Fostering Collaborative Relationships

Builds Teams and Coalitions	Skilled
Negotiating	Skilled

Embodies Airman Culture

Ethical Leadership	Proficient/Skilled
Followership	Proficient/ Skilled
Warrior Ethos	Proficient/ Skilled
Develops Self	Proficient/ Skilled

Communicating

Speaking and Writing	Skilled/Advanced
Active Listening	Skilled/Advanced