

PROJECT MANAGEMENT IN GOVERNMENT ORGANIZATIONS

A 3-Day Hands-On Workshop

Course Description:

This workshop shows you how to firmly control any size project. It firmly focuses on practical, how-to aspects of managing your projects with real-world examples. The competencies addressed in this workshop are: Customer Service Orientation; Conceptual & Strategic Thinking; Judgment & Analytical Thinking; Flexibility; Initiative; Communication & Persuasion; Standards of Excellence & Efficiency; Use of Influence Strategies; Working through others; Entrepreneurial Achievement; Leadership; Group Management; and Organizational Awareness.

Learning Objectives & Topics Covered in this Workshop:

- Mentoring and Leading the Project team
- Defining and Initiating the Project
- Successful Project Planning
- How Does the Contractor Plan the Project?
- Budgeting
- Dealing With Change and Conflict—Procedures for Avoiding the Traps and Staying In Charge
- Scheduling the Project
- Managing the Project Scheduling Process
- Informal and Better Approaches
- Organizing & Directing the Project
- Evaluating and Adjusting Course
- Effective Project Communication Techniques
- Managing Project Priorities
- Organizational and Personal Motivation
- Confronting Poor Performance
- Build a Project Plan in Class
- *Additional Hands-On Exercises*

Audience: This workshop is designed for leaders and managers.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 20.0

CEU Credits: 1.7

Suggested Program

Prerequisites: Problem Solving and Decision Making
Advanced Preparation: None

NASBA Program Level:
Intermediate

NASBA Field of Study:
Business Management and Organization

Delivery Method: Group Live – Classroom

