



Project Management in Government Organizations

A 2-Day Hands-On Workshop

Course Description: The 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.

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

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|------------------------|--------------------------|
| Resource Stewardship | Intermediate/ Proficient |
| Change Management | Proficient Skilled |
| Continuous Improvement | Proficient |

Strategic Thinking

| | |
|-----------------|--------------------|
| Vision | Proficient/Skilled |
| Decision Making | Proficient |
| Adaptability | Proficient/Skilled |

Leading People

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|------------------------------|--------------------|
| Develops and Inspires Others | Proficient |
| Takes Care of People | Proficient/Skilled |
| Diversity | Intermediate |

Fostering Collaborative Relationships

| | |
|-----------------------------|--------------------------|
| Builds Teams and Coalitions | Intermediate/ Proficient |
| Negotiating | Proficient |

Embodies Airman Culture

| | |
|--------------------|------------|
| Ethical Leadership | Proficient |
| Followership | Proficient |
| Warrior Ethos | Proficient |
| Develops Self | Proficient |



Communicating

Speaking and Writing
Active Listening

Proficient
Proficient/Skilled

Who should attend: This is for every individual contributor and manager responsible for planning, organizing, coordinating, tracking or reporting acquisition, financial, logistics or technical projects. This workshop is particularly valuable for those new to managing projects *and* to those with several years of work experience who want to continue their professional development and increase their skills in managing projects.

Subjects Covered in this workshop include:

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 the Project

Directing the Project

Evaluating and Adjusting Course