



# Project Management in Government Organizations

## A 3-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

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

#### Strategic Thinking

Vision	Proficient/Skilled
Decision Making	Proficient
Adaptability	Proficient/Skilled

#### Leading People

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