

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.

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 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:

Formal Project Doctrine vs. Real Life Project Management in Government

Mentoring and Leading the Project team

Organizing the Project

Integrating Effort with a Contractor or Across Silos Using Integrated Master Techniques

Defining and Initiating the Project

Successful Project Planning

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

Directing the Project

Evaluating and Adjusting Course

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	Proficient
Active Listening	Proficient/Skilled