



# PROJECT MANAGEMENT IN GOVERNMENT ORGANIZATIONS

## *A 3 Day Hands-On TMS Experience*

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 and 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
- Additional Hands-On Exercises
- Effective Project Communication Techniques
- Managing Project Priorities
- Organizational and Personal Motivation
- Confronting Poor Performance
- Build a Project Plan in Class

**Audience:** This workshop is designed for government leaders and managers.

### **Toolkits:**

Receive a **Student Handbook** and **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:** 23.0

**CEU Credits:** 2.0

**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

