



PROJECT MANAGEMENT IN GOVERNMENT ORGANIZATIONS

A 2 or 3-Day Hands-On TMS Experience
Delivered in Live or Live Virtual Classrooms!

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

*Additional Learning Objectives for 3-Day Workshop

- 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 all government personnel.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information:

CPE Credits: 15.0- 23.0

CEU Credits: 1.3- 2.0

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Business Management and Organization

Delivery Method: Group Live – Live Virtual Classroom

