



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 and strategic thinking, judgment and analytical thinking, flexibility, Initiative, communication and persuasion, standards of excellence and 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 checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 16.0 – 24.0

CEU Credits: 1.6 – 2.4

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

