

ONE-DAY SEMINAR

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PROJECT MANAGEMENT Workshop



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Kansas City, MO
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Guaranteed to help you
complete your projects
on time, on budget ...
and on target!

 **FRED PRYOR SEMINARS.**

This course qualifies for
CPE and PDU credits.
See page 6 for details.



EXPRESS CODE
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ON TIME!

Don't take off two or three days, plus travel time, for a complete project management course. Fred Pryor Seminars presents this essential, hard-hitting project management course in just one day, at a location near you!

ON BUDGET!

Don't spend \$495, \$695 or \$895 in tuition fees, plus transportation costs, hotel accommodations and more. Our powerful *Project Management Workshop* is affordable for you and your organization!

ON TARGET!

You'll learn the most up-to-date, hands-on project management techniques and be able to put them to work immediately!

- Identify and take advantage of every resource available to you — staff, time, money, information and more!
- Gain a reputation within your organization for completing projects on time (or even sooner), on budget (or even under) and with the desired results (or even better)!
- Recognize and avoid common planning pitfalls and mistakes that cause thousands of project managers to stumble.
- Demystify the professional project manager's methods: Use PERT, CPM and Gantt charting techniques like a pro — it's simpler than you may think!
- Stop using all your time and energy to put out fires. Learn how every project manager can build in flexibility to deal with inevitable changes in schedules and resources.
- Build a highly effective project team with the talent, skill and motivation to carry your project to completion successfully.
- And much more — see full program overview on pages 4 and 5!

COMPARE OUR GUARANTEE

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will help you complete your projects on time, on budget and on target! If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

COMPARE OUR EXPERIENCE AND KNOW-HOW

At Fred Pryor Seminars, our record of customer satisfaction is unsurpassed — more than 40 years in business and over 11 million seminar participants from over 300,000 organizations clearly attest to our ability to deliver what we promise. Our customer satisfaction rate speaks for itself!

PROJECT MANAGEMENT Workshop

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ARE YOUR PROJECTS COMING IN past deadline and over budget?

Your desk has become a mountain of paperwork, progress is moving at a snail's pace, your team seems unmotivated and you realize your initial estimate for resources is only going to cover half of your expenses. As a project manager, you are charged with major decision-making, monitoring quality control and leading your project team toward the final goal.

You have a lot of responsibility to juggle and the ultimate success or failure of the project is a direct reflection of your ability to organize, execute and lead. Sound overwhelming? Don't worry, you're not alone and we have the tools to help!

At this seminar, you'll learn expert techniques for building successful project teams, creating efficient plans and implementing effective tracking measures to ensure your projects come in on deadline and on budget. In one fast-paced, well-designed day, we'll cover all the essential elements of project management. We'll provide practical information to not only help you save time, but also increase the success of your projects.

ATTEND THIS SEMINAR AND LEARN HOW TO:

- Master the art of project planning and organization from start to finish
- Succeed in managing a project without omissions and miscalculations
- Use proven communication skills to increase cooperation and support, and get the resources you need
- Prepare for the unexpected crises and setbacks that can derail your project
- Root out waste in every stage of the project — remove the wasted time, money and effort that endanger a project's success
- Identify and use indispensable planning and scheduling tools
- Estimate time and costs accurately to reduce the risk of costly delays and errors

WHO SHOULD ATTEND?

This program was designed to benefit anyone who manages projects of any size. Even if you manage projects infrequently, act as a project manager in addition to your other duties or are not a project team leader but a team member, the methods and strategies you will learn at this seminar will benefit you enormously.

Project Management

TRAITS OF THE SUCCESSFUL PROJECT MANAGER

- Interpret the five key traits of the most successful project managers and determine your own personal strengths and weaknesses.
- Discover the five-point success blueprint of expert project managers and why some project managers are far more effective than others.
- Remove the mystery and complexity from on-time/on-budget performance: insightful tips from master project planners you can use every day.
- Are you a full-time project manager or do you have other responsibilities? Understand the benefits and drawbacks of both situations and learn new ways to be more effective, regardless of your role.

THE PROJECT TEAM

- Steer your project around the lethal traps of office politics with our six-step model for success.
- Analyze the structure and makeup of your project team for more precise planning.
- Avoid delays and scheduling problems by assessing each team member's physical location, roles and responsibilities.
- Identify the specific skills you need as the project's manager by defining and understanding the unique organization of your team.
- Employ dynamic management team-building techniques to improve productivity and performance from project start to finish.

THE 5-STEP PROJECT MANAGEMENT MODEL

STEP 1: DEFINE

- Utilize a step-by-step checklist to define specific project objectives and pinpoint essential planning components.
- Identify the specific people you should involve in setting objectives, and ensure the project receives necessary support and resources.
- Communicate the project's goals and objectives so everyone involved is working on the same project, schedule and budget.

STEP 2: PLAN

- Organize even the most complex project into manageable, measurable chunks of activity.
- Follow fail-safe planning formulas that put first things first and avoid scheduling conflicts later in the project.
- Implement specific methods to leverage project tasks so multiple actions and activities can be completed smoothly and in tandem.
- Demystify professional planning models: how to simplify every kind of project with PERT, CPM and Gantt charting techniques.
- Utilize eight professional hints to better estimate time requirements and stop bottlenecks and delays before they can start.
- An expert guide to cost estimation: Use a simple, easy-to-follow approach to increase accuracy and reduce the risk of costly errors.
- Take innovative steps to help you marshal all the resources available by evaluation of the "Big 4" resource areas.
- Analyze your resources to determine what you already have available and what additional resources you must arrange before the project is under way.
- Allocate your resources wisely and avoid wasting time or money at any stage of the project.

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Workshop

SEMINAR OVERVIEW

9:00 a.m. – 4:00 p.m.

STEP 3: IMPLEMENT

- Utilize the flexible three-phase “loop concept” to keep your project flowing smoothly every step of the way.
- Know specific ways to build and sustain commitment to projects over the long haul — from the project team through top management.
- Learn the two key skills to help you anticipate problems before they become difficult to solve.
- Master the art of progressive decision making: how to keep the project moving on track with no-stall decision-making tactics.
- Hold action-oriented meetings focusing on results; plus, a little-known technique to ensure successful team meetings.

STEP 4: CONTROL

- Determine the essentials of project control and use these principles to keep your project on time, on budget and meeting objectives.
- Document and report: How to communicate the progress of your project to team members and management.
- Increase your communication effectiveness with innovative graphic techniques for effective, concise progress reports.

STEP 5: ADJUST

- Build flexibility into project implementation, allowing you to handle opportunities and problems as they arise.
- Avoid insidious “schedule slippage” by understanding the causes and utilizing expedient solutions.
- Prepare for Murphy’s Law: how to overcome — even take advantage of — the inevitable changes in timing and resources.
- Maximize your performance with professional recommendations.

THE ROLE AND USE OF COMPUTERS IN PROJECT MANAGEMENT

- Recognize the four key advantages of computers and the three dangers you must avoid.
- Utilize a simple seven-step evaluation to determine whether the use of computers will significantly benefit your project.
- Use a six-step checklist to evaluate computer software options and zero in on the best software solution for your project.
- Employ a quick-analysis method to pinpoint your project’s specific requirements in hardware and software.

“One of the best one-day training programs I’ve attended — and I’m in education and staff development.”

Davelyn Ross

Director
L.C. Ed. Service Center

“Confirmed my thoughts on the importance of planning and preparing for projects.”

J. Larry Davenport

Manufacturing Supervisor
Lemforder Corp.

“Excellent! Best seminar that I have attended in a long time.”

Bryan Sagebiel

Supervisor
Chesapeake Energy



FREE DIGITAL RESOURCES FOR EVERY PARTICIPANT

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally — making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

DON'T WAIT! REGISTER TODAY!

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

Professional Development Units (PDUs)

As a Registered Education Provider (R.E.P.), our organization is approved by the Project Management Institute (PMI)[®] to offer Professional Development Units (PDUs). For more information, please visit www.pmi.org. Our organization's R.E.P. number is 3992. This course qualifies for 6 PDUs.*

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU, CPE or PDU credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or **fax** to 913-967-8849. We'll change our records for the very next update. Thanks!

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- Fax to 913-967-8849
- Mail your registration

1 **YES!** Please register me for the one-day, **Project Management Workshop** seminar indicated in Section 5. Group discounts available; see page 6 for details.

2 IMPORTANT! Please fill in VIP number as it appears on the address label.

VIP _____ (_____) IF AVAILABLE

3 ORGANIZATION INFORMATION

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name Mr. Ms. _____

Job Title: _____

Email Address: _____ Business Home

4 QUICK CONFIRMATION

Please email or fax my confirmation to me within 48 hours.

My email address or fax is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. Ms.

Job Title _____ City Event # _____

| 2 | 2 | | | |

Email (required): _____ Business Home

#2 Attendee's Name
Mr. Ms.

Job Title _____ City Event # _____

| 2 | 2 | | | |

Email (required): _____ Business Home

6 METHOD OF PAYMENT (Payment is due before the program.) Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

Total amount due: \$ _____

Check # _____ (payable to **Fred Pryor Seminars**) is enclosed.

Bill my organization. Attn: _____

Purchase order # _____ is enclosed. (Attach purchase order to completed registration form.)

Charge to: AmEx Discover MC Visa

MO. | | YR. | |

EXPIRATION DATE

CARD NUMBER

Card Holder's Name _____

Tax-Exempt # _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.


Note: If you've already registered by phone, by fax or online, please do not return this form.

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PROJECT MANAGEMENT Workshop



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