# THE MATHIS GROUP, INC.

Presentations that Educate, Motivate and Inspire

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## GSA Course Price List

## *Project Management Training Courses*

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **PMP® Exam Prep Boot Camp** *(onsite Boot Camp at your location; **does not include guarantee**)* | $1,025 | 4 or 5 Day | 14 | 50 |

**Course Description:** This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. This course is a significant part of your preparation for the Project Management Professional (PMP®) Certification Exam. The course enables candidates to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) PMP® certification. 35 PDUs/Contact Hours

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **PMP® Exam Prep Boot Camp** *(onsite Boot Camp at your location)* | $1,450 | 4 or 5 Day | 14 | 50 |

**Course Description:** This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. This course is a significant part of your preparation for the Project Management Professional (PMP®) Certification Exam. The course enables candidates to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) PMP® certification. 35 PDUs/Contact Hours

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **PMP® Exam Prep Boot Camp** *(attending one of The Mathis Group's public Boot Camps)* | $1,850 | 4 or 5 Day | 14 | 50 |

**Course Description:** This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. This course is a significant part of your preparation for the Project Management Professional (PMP®) Certification Exam. The course enables candidates to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) PMP® certification. 35 PDUs/Contact Hours

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| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **PMI-ACP® Exam Prep Boot Camp** *(onsite Boot Camp at your location; does not include guarantee)* | $1,075 | 3 Day | 14 | 50 |

**Course Description:** This three-day, fast paced boot camp prepares each participant with all the core competencies to pass the PMI-ACP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. In addition, this course is based upon the PMI®-recommended reference materials on Agile, Scrum, XP, Lean, and other Agile approaches. 21 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **PMI-ACP® Exam Prep Boot Camp** *(onsite Boot Camp at your location)* | $1,350 | 3 Day | 14 | 50 |

**Course Description:** This three-day, fast paced boot camp prepares each participant with all the core competencies to pass the PMI-ACP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. In addition, this course is based upon the PMI®-recommended reference materials on Agile, Scrum, XP, Lean, and other Agile approaches. 21 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management Fundamentals** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways employees can run projects faster and more effectively.  This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path, and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Comprehensive Project Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This intensive two-day course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path, and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Mastering Project Management** | $9,500 | 3 Day | 1 | 25 |

**Course Description:** This three-day course will provide an overview of the project management process. It will include applicable hands-on activities and team exercises to reinforce project management core competencies. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. 19.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Advanced Skills on Project Interviewing, Risk, and Negotiation** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on ways to use communication to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways to build stronger communication skills and provide insight to different communication styles. Participants will learn how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program will be examined as defining the probability of the project. This course will also examine risk identification, risk communication, and risk planning. In addition, this course will examine the strategies of successful negotiation throughout the project's life cycle. Attendees will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples of negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 15 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Agile Project Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** Agile Project Management officially began in 2001 and has become a popular project management approach. This two-day course will examine the focus of energizing, empowering, and enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value and process to actively involve the customer in delivering features and functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project. 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Business Analysis Fundamentals** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** *Business Analysis Fundamentals* is a two-day course which will provide foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. The course content was developed using *A Guide to Business Analysis Body of Knowledge (BABOK®)*, *3rd edition (IIBA)*, *Business Analysis for Practitioners (PMI)*, and other top Business Analysis resources. 14 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Conflict Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways to reduce professional or personal conflict. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will receive clear steps of action for getting to the root of the conflict. Ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Creating a Successful Project Business Case** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on the business case. Students will learn what a business case is, what it includes, why it is necessary for successful project management, and how to develop a one for every project. Students will also learn how to conduct a business case review to ensure the project's success. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Creating an Optimistic Project Management Environment** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** In this one-day course participants will examine how having an optimistic environment will impact employee production. They will analyze what causes workplace negativity, examine the impact, and discover how to cultivate optimism. Students will examine how loyalty, trust, and laughter affect the workplace. Students will also discuss how to manage multiple generations. 6.5 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Creating Project Estimates in a Fixed Environment** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** In this one-day course, participants focus on successful ways to estimate project resources and gain skills which allow them to create a realistic project estimate. Organizations struggle with projects due to ineffective estimates. Many people believe there is no need to create an estimate if the budget and time table are being dictated. This course ensures the ability to detail the estimates by using a variety of estimating techniques and discusses the confidence of those estimates. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Dealing with Conflict and Negativity in a Project Management Environment** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways to reduce professional or personal conflict and negativity. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around. They will receive clear steps of action for getting to the root of the conflict. Attendees will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that will reduce stress. 7 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Dealing with Conflict and Negativity in a Project Management Environment** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on ways to reduce professional or personal conflict and negativity. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around. They will receive clear steps of action for getting to the root of the conflict. Attendees will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that will reduce stress. They will create approaches to turn a negative situation into an optimistic workforce. 14 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
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| **Emotional Intelligence for Project Managers** | $9,500 | 3 Day | 1 | 25 |

**Course Description:** This three-day course will focus on ways project managers can understand and use emotional intelligence in their personal lives and in the workplace. Students will be introduced to the basic concepts of emotional intelligence and will learn how to apply them to their project goals. Students will learn to evaluate themselves, their project teams, and their stakeholders. Students will be able to utilize the concepts in order to lead a high-functioning team to project success. 19.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Hybrid Project Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** Hybrid Project Management is popular because it combines both Traditional and Agile project management methodologies to plan any project regardless of the industry. This course includes teaching and activities that move beyond using the two popular approaches. It includes seldom discussed areas such as adjusting organizational culture, communication, and authority to support a hybrid environment.

This two-day, fast-paced course gives participants skills and techniques for blending a project approach that matches the project to increase success, as well as expand the participants' principles and core knowledge of hybrid project management. This course is expansive and includes areas left out of other hybrid courses because it goes further than introducing methodologies and processes to openly discuss issues on authority, communication, and culture changes due to the hybrid methodology. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Mastering the Interview and Gathering of Project Requirements** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on ways to gather detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze the information and expedite the desired goals, objectives, and outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed and measurable and needed for project success. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Performance Improvement** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course is designed to teach skills which are vital for improving quality in the workplace. This course will focus on strong project management skills, clearly defined team functions, and pointed communication necessary to drive quality throughout the organization. Participants will learn how to facilitate and implement quality initiatives, monitor the collection of data, and explore planning and monitoring of quality projects. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Proactive Communication and Interview Skills for Gathering Business Requirements** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways to use communication to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight to different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide.* 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Program Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** *Program Management* is a two-day class designed to offer direction in managing several projects under a common umbrella. These projects will often run within the same timeframe, using the same resources. An effective program manager can see an overview of the whole picture while still attending to the individual pieces. 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Change Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day seminar will show students how to implement, track, and control changes to the project. This seminar will focus on ways to reduce the uncertainty of project changes. Students will learn how to analyze each change while developing processes, tools and techniques which can be used immediately. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Change Management** | $9,500 | 3 Day | 1 | 25 |

**Course Description:** This three-day seminar will show students how to implement, track, and control changes to the project. This seminar will focus on the examination of the change control board, procedures which will guide configuration management, and ways to negotiate changes with the customer. Students will learn how to protect the change management process while pleasing the customer. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 19.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Communications Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways to use project communication and communication theories to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Communications Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on ways to use project communication and communication theories to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| **Project Cost Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Integration Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways employees can run projects faster and more effectively. This course will teach participants how to successfully create, monitor, and guide the project's scope and critical path and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Integration Management** | $9,500 | 3 Day | 1 | 25 |

**Course Description:** This three-day course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 19.5 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management Mistakes and How to Avoid Them for Project Success** | $7,900 | 2 Day | 1 | 25 |
| **Course Description:** This course will explore 14 common project management mistakes made during the life cycle of a project.  Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. Each student will receive a copy of the book, *21 Deadly Project Management Mistakes* by Dr. Keith Mathis. 13 PDUs ||||| 

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management Mistakes and How to Avoid Them for Project Success** | $9,500 | 3 Day | 1 | 25 |
| **Course Description:** This course will explore 21 common project management mistakes made during the life cycle of a project.  Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. Each student will receive a copy of the book, *21 Deadly Project Management Mistakes* by Dr. Keith Mathis. 19.5 PDUs ||||| 

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management Office (PMO)** | $9,500 | 3 Day | 1 | 25 |
| **Course Description:** This three-day course will give each participant an in-depth opportunity to engage in a complete examination of the breadth of the Project Management Office. Participants will examine the role, purpose, and different models used, as well as how an organization would approach establishing a PMO. Participants will learn best practices for establishing, managing, and successfully leading toward project excellence with a PMO. We will discuss methodologies for the PMO that will allow students to understand and implement project management core competencies across the organization.19.5 PDUs |||||

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Monitoring, Evaluation, and Oversight** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will examine how to establish processes and evaluation techniques for auditing project solutions.Students will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Students will discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course will also focus on establishing process improvements in the maintaining of oversight procedures. Students will be able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze, and optimize project performance. We will explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Performance Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:**This two-day course will focus on developing strategies for tracking performance in project teams. Participants will examine issues such as benchmarking performance and establishing a gap between desired project performance and preferred performance. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Procurement Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course is structured to lay the proper foundation for procurement principles and processes. The emphasis of this program is to help teams or individuals learn how to function in the procurement world in day-to-day operations. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Quality Assurance, Monitoring, and Auditing** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** In this two-day course, participants will focus on issues such as how to maintain quality by using audits and evaluations for monitoring purposes. Quality theories taught by Drs. Deming and Juran will be included as foundations for implementing new quality initiatives. In addition, several types of project audits will be explored as a means of controlling the project with more efficiency. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Quality Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** In this one-day course, participants will focus on how to deliver the level of quality that is required by the customer and how to keep continuous improvement throughout the project. In addition, this course will also expose participants to various project quality tools and teach them how to use those tools in a project setting. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Quality Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** In this two-day course, participants will focus on additional planning of the project while examining issues such as how to keep continuous improvement, symptoms of quality concerns, and how to maintain quality throughout the project. In addition, participants will study techniques and theories taught by Drs. Deming and Juran as foundations for implementing new quality plans. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| **Project Recovery** | $9,500 | 3 Day | 1 | 25 |

**Course Description:** This three-day course prepares participants in skills and techniques for detecting, diagnosing, and turning around failing projects. It will focus on process analysis and turn around strategies to support project recovery. Projects can be unpredictable and may get into trouble and not fulfill the desired outcomes, goals, and objectives. At times, these projects will even fail and bring reduced opportunities with lower benefits. Failures can sometimes be caught early and turned around. 19.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Resource Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** In this one-day course, participants will focus on the area of resources in a project. This area includes the processes that organize, manage, and lead the project team. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Resource Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on planning for resource needs. It is filled with behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This course will also include issues such as conflict. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Risk Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will teach participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

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|---|---|---|---|---|
| **Project Risk Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will teach participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide.* 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Risk Management Advanced** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** *Project Risk Management Advanced* is a two-day course which will review the basic concepts of project risk and project risk management and then dig deeper into identifying risks and strategizing solutions for those risks. Participants will explore tools and techniques for collecting, analyzing, implementing, and monitoring data and the responses to combat risk. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide.* 14 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Schedule Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will consider ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide.* 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Schedule Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will consider ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide.* 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Scheduling** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** *Project Scheduling* is a two-day course which will review the basic concepts of the project management process with the emphasis content being on the planning and scheduling process. Participants will explore the Schedule Development Process as diagrammed by Project Management Institute. Areas include creating a WBS, defining activities, creating a network diagram, estimating activity durations and resources, developing the schedule, and creating a baseline. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 14 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Scope Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** In this one-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course will also include project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Scope Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** In this two-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course also includes project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Stakeholder Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will explore project stakeholder management. Participants will identify the stakeholder management processes and explore tools and techniques for the successful implementation of each process. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Role & Responsibility of a Business Analyst in an Agile Envrionment** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** Agile Project Management officially began in 2001 and has become a popular project management approach. This course will focus on how to interact with the customer in an agile framework to show value. The Business Analyst must use specific skills to actively involve the customer in delivering features and functionality throughout each iteration of the project. This presentation will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project. 6.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Scrum Project Management** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** In the early 1990s, Ken Schwaber and Jeff Sutherland created Scrum as a simplified project management approach. The goal of Scrum is to produce software or a product every 30 days for the customer. While Scrum is a straightforward process but not easy to put into place and maintain. It is also not simple to shift from traditional project management to Scrum methodologies and cultures. During this two-day course, participants will examine the beginning framework of Scrum, the roles and responsibilities of team members, and each aspect of running projects using Scrum methodologies. Students will learn how to shift the roles from a traditional project manager to ScrumMaster. The course will include situations to challenge participants with what Scrum is and is not. 13 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Secrets to Managing Virtual Projects and Remote Teams** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** Virtual projects and remote teams are commonplace in the modern workplace. Managing virtual projects and teams requires new techniques and approaches different from traditional onsite projects. This 2-day course examines ways to set and monitor team performance while building trust and responsibility within the team. It includes ways to build more transparent communication in a virtual setting while verifying that the stakeholders understand all messages. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Successful Negotiation in a Project Management Environment** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This highly interactive two-day course will examine the strategies of successful negotiation throughout the project's life cycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples in negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Unleashing the Potential of Artificial Intelligence and Advanced Prompt Engineering in Project Management** | $7,900 | 2 Days + 1 Day Self-Paced | 1 | 25 |

**Course Description:** This course is a two-day instructor-led course with an extra free 1-day self-paced component given to attendees. This two-day instructor-led Unleashing the Potential of Artificial Intelligence in Project Management will explore the depth of artificial intelligence (AI) and its applications in project management. The course will provide an understanding of AI's challenges while delving into how AI can revolutionize project management industries. Participants will examine the ethics associated with AI and gain insights into the future trends and impact of AI on project management. By the end of the course, participants will have a foundational knowledge of AI, the ability to create prompts for AI output, and an understanding of how AI could work in project management. The free one-day, self-paced Advanced Prompt Engineering and Writing Skills course helps participants use various forms of AI, such as ChatGPT, Gemini, and Claude, to begin writing customized prompts to use AI to assist the project. This course moves past the two-day course's foundational knowledge of writing prompts and goes through a project showing each beginning prompt and how AI responds with specific outputs. 19.5 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Unleashing the Power of the** *PMBOK® Guide - 7th Edition* **in the Organization** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** The Project Management Institute publishes a set of good practices known as the Project Management Body of Knowledge (*PMBOK® Guide*). In alignment with *The Standard for Project Management*, this guide provides a structure for running an effective project. The guide focuses on delivering outcomes, shifting from a process-based standard to one based on principles.  13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Use Case Modeling** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This hands-on, interactive two-day course will help participants examine the fundamentals of Use Case Modeling and its application for gathering requirements in the project life cycle. This course will present extensive, iterative Use Case Modeling methodology, including identification, development, and implementation. Students will participate in Use Case processes, examine the importance/impact of Use Cases, and gain the skills necessary to utilize Use Case Modeling effectively as a requirement gathering tool. 13 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Vendor Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will give foundational skills to workers who are overseeing contractors. Participants will learn ways to hold contractors accountable to the terms and conditions of the contract. Students will improve knowledge and competencies of staff in vendor management, increase tools in dealing with low performance vendors and remedy the lack of performance, and understand the need to document specific events when a vendor does not comply with contract. Participants will also discover why and how building relationships with a vendor can payoff throughout the management of the contract. 7 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Vendor Management** | $9,500 | 3 Day | 1 | 25 |

**Course Description:** This three-day course will provide detailed instruction in areas such as pre-solicitation, solicitation, and award of a contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course will focus on ways to select, monitor, and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses.19.5 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 90 Hour Intensive - Part 1 Initiating, Planning, Integrating, and Staffing** | $12,000 | 4.5 Day | 1 | 25 |

**Course Description:** *Part 1 of 3 part series*: Participants will begin their journey into project management concepts, theories, and foundational processes. The focus in this course will be on scheduling, creating a work breakdown structure, and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This is the foundational course specifically designed to align with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the Best Practice Manual. 30 PDUs

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 90 Hour Intensive - Part 2 Budgeting, Quality, Change, Risk and Start-Up** | $12,000 | 4.5 Day | 1 | 25 |

**Course Description:** *Part 2 of 3 part series:* Participants will focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase II, when planning the budget, quality and risk are aligned with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual. 30 PDUs

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 90 Hour Intensive - Part 3 Project Execution, Monitoring, and Close Down** | $12,000 | 4.5 Day | 1 | 25 |
| **Course Description:** *Part 3 of 3 part series:* Participants will focus on monitoring and executing the project while moving into the closedown phase of the project. Additional focus will be on delivering quality customer service and value, regardless of if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase III is aligned with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the Best Practice Manual. 30 PDUs ||||| 

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 120 Hour Intensive - Part 1 Initiating and Planning** | $12,000 | 4.5 Day | 1 | 25 |
| **Course Description:** *Part 1 of 4 part series:* Participants will begin their journey into project management concepts, theories, and foundational processes. This is the first of four courses specifically designed to align with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the best practices. 30 PDUs ||||| 

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 120 Hour Intensive - Part 2 Planning, Staffing, and Start Up** | $12,000 | 4.5 Day | 1 | 25 |
| **Course Description:** *Part 2 of 4 part series:* Participants will focus on how to conduct the initiating and planning phase of the project. This course will focus on scheduling, creating a work breakdown structure, and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This section is aligned with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices. 30 PDUs |||||

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 120 Hour Intensive - Part 3 Budgeting, Quality, and Risk** | $12,000 | 4.5 Day | 1 | 25 |
| **Course Description:** *Part 3 of 4 part series:* Participants will focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase III, when planning the budget, quality and risk are aligned with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices. 30 PDUs | | | | |

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management 120 Hour Intensive - Part 4 Project Execution, Monitoring, and Close Down** | $12,000 | 4.5 Day | 1 | 25 |
| **Course Description:** *Part 4 of 4 part series:* Participants will focus on monitoring and executing the project while moving into the closedown phase of the project. Additional focus will be on problem solving and delivering quality customer service and value, regardless of if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase IV is aligned with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices. 30 PDUs | | | | |

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# *Online Project Management Courses*

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Agile Project Management** | $190 | Self-Paced | N/A | N/A |

**Course Description:** Agile Project Management officially began in 2001 and has become a popular project management approach. This course will examine the focus of energizing, empowering, and enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value and process to actively involve the customer in delivering features and functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project. 13 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Businses Analysis Fundamentals** | $190 | Self-Paced | N/A | N/A |

**Course Description:** *Business Analysis Fundamentals* is a course which will provide foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. The course content was developed using *A Guide to Business Analysis Body of Knowledge (BABOK®), 3rd edition (IIBA)*, *Business Analysis for Practitioners (PMI)*, and other top Business Analysis resources. 14 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Creating a Successful Project Business Case** | $190 | Self-Paced | N/A | N/A |

**Course Description:** This online course will focus on the business case. Students will learn what a business case is, what it includes, why it is necessary for successful project management, and how to develop one for every project. Students will also learn how to conduct a business case review to ensure the project's success. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Dealing with Conflict & Negativity in a Project Management Environment** | $190 | Self-Paced | N/A | N/A |

**Course Description:** This course will focus on ways to reduce professional or personal conflict and negativity. Students will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around in the workplace. They will receive clear steps of action for getting to the root of the conflict. Students will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. They will create approaches which will turn a negative situation into an optimistic workforce. 14 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Communications Management** | $190 | Self-Paced | N/A | N/A |

**Course Description:** This course will focus on ways to reduce professional or personal conflict and negativity. Students will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around in the workplace. They will receive clear steps of action for getting to the root of the conflict. Students will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. They will create approaches which will turn a negative situation into an optimistic workforce. 14 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Cost Management** | $90 | Self-Paced | N/A | N/A |

**Course Description:** This course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs

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### Presentations that Educate, Motivate and Inspire

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Management Fundamentals** | $90 | Self-Paced | N/A | N/A |

**Course Description:** This course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path, as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*.6.5 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Monitoring, Evaluation, and Oversight** | $190 | Self-Paced | N/A | N/A |

**Course Description:** This course will examine how to establish processes and evaluation techniques for auditing project solutions. Students will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Students will discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course will also focus on establishing process improvements in the maintaining of oversight procedures. Students will be able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze, and optimize project performance. We will explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Quality Assurance, Monitoring, and Auditing** | $190 | Self-Paced | N/A | N/A |

**Course Description:** In this course, participants will focus on issues such as how to maintain quality by using audits and evaluations for monitoring purposes. Quality theories taught by Drs. Deming and Juran will be included as foundations for implementing new quality initiatives. In addition, several types of project audits will be explored as a means of controlling the project with more efficiency. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

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| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Recovery** | $275 | Self-Paced | N/A | N/A |

**Course Description:** This course prepares participants in skills and techniques for detecting, diagnosing, and turning around failing projects. It will focus on process analysis and turnaround strategies to support project recovery. Projects can be unpredictable and may get into trouble and not fulfill the desired outcomes, goals, and objectives. At times, these projects will even fail and bring reduced opportunities with lower benefits. Failures can sometimes be caught early and turned around. 19.5 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Project Risk Management** | $190 | Self-Paced | N/A | N/A |

**Course Description:** This course will teach participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Successful Negotiation in a Project Management Environment** | $190 | Self-Paced | N/A | N/A |

**Course Description:** This course will examine the strategies of successful negotiation throughout the project's life cycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples in negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs

| Course Name | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Vendor Management** | $275 | Self-Paced | N/A | N/A |

**Course Description:** This course will provide detailed instruction in areas such as pre-solicitation, solicitation, and award of a contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course will focus on ways to select, monitor, and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses. 19.5 PDUs

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# *Professional Development Training Courses*

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Advanced Team Building** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will refresh the fundamentals of team building and will then build upon it with additional skills. This course will focus on skills used to run teams smoothly and more effectively. Team leaders or perspective team leaders and managers should be part of this course.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Balanced Scorecard Fundamentals** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This introductory, one-day course will teach the Balanced Scorecard philosophy developed by Robert Kaplan and David Norton. This seminar will give the fundamentals of the Balanced Scorecard and how to apply it. This seminar will create ways for participants to translate vision and mission into detailed, workable objectives.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Coaching and Counseling Professionals** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will give each participant the skills to increase performance and reduce behavioral concerns through coaching and counseling. This course will include practical, focused techniques to increase productivity of staff, as well as real world advice for changing behaviors. Skills such as equipping, nurturing, and confronting will be examined with numerous examples for application. Participants will be able to identify the coaching methods and understand numerous ways to approach a person for the purpose of turning around the employee.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Comprehensive Team Leadership** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day seminar will focus on developing comprehensive skills with each team member, by creating numerous scenarios or problems which affect teams. Participants will take part in group interaction as a heavy component for each segment by exploring how to fix the problem within the culture of the organization. This course will also explore ideas such as how to reproduce team building skills within each person, needs for training others, and how to share information among peers.

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Conducting Effective Performance Appraisals** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will give each participant the skills to increase performance and reduce behavioral concerns through conducting performance appraisals. Techniques on confronting employees and developing an action plan to change behavior are included. This course has numerous examples and hands-on applications to ensure participants are walking out with the desired core competencies. At the end of the course, the participant will be able to identify coaching methods and understand numerous ways to approach a worker for the purpose of turning them around. The participant will also learn ways to document performance and behaviors which can be used as leverage with the employee and justification for the performance evaluation.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Creating a Positive Work Environment** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** In this one-day course participants will learn ways to turn around negative situations in the workplace. They will outline new strategies to take action quickly, examine why negative situations ripple into every area of the organization, and create approaches which will turn a negative situation into an optimistic workforce.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Creating Superior Customer Value** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on how to create value for your customer base whether you are in the product or service industry. This seminar concentrates on the practical way of searching out the areas that affect customers the most in meeting and exceeding expectations. Special attention is given in examining ways to be customer focused and detailing the process for shifting your organization to a more value orientation. Issues such as quality, price, customer service, follow-up, and customer bonding and retention are all included.

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Delivering Customership** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will examine the customer service process. It will teach each participant ways to impact the customer with higher quality service. This course will focus on shifting the customer from complainer to word-of-mouth advertiser. Participants will learn how to handle agitated customers in a quality manner and how to reduce potential problems. They will learn techniques that communicate a caring attitude, as well as change customers' perceptions of the service they are receiving. This course will present best practices in customer service companies.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Effective Problem Solving** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will give a step-by-step process for creating, solving, and implementing solutions to problems. This course will give input not only on processes, but also on ways to prevent failure and who should be on the Problem-Solving Team. Each participant will understand numerous ways to brainstorm problems to come up with the best solution.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Empower or Perish** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will give practical techniques on how supervisors and managers can free up time and motivate staff through empowerment. It will focus on building responsibility and accountability by teaching workers how to make decisions and solve problems. Participants will analyze components for shifting the decision making from management to workers.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Ethics in the Workplace** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways employees can make decisions and evaluate what is right, proper, and just. This course will deal with theory, as well as actions and behaviors that influence ethics in the workplace. Participants will learn how to successfully draw on their own ethics, moral standards, and beliefs, as well as how to respect the ethics of others while following organizational values that have been set.

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **How to Increase Communication and Get the Message Across** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on ways to use communication to inform and influence others. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight into different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Performance Management** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on developing strategies for analysis and pinpointing ways to impact the performance of employees in a positive manner. Participants will learn techniques for benchmarking performance and establishing a gap between desired performance and preferred performance. In addition, participants will explore how to attain a higher level of productivity in a shorter period of time.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Present Like a Pro** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on proven techniques for creating powerful presentations. Participants will understand how to arrange material and build a presentation to guide the listeners in your direction. They will examine suggestions on where to get information to give credibility and learn the hidden secrets that make the difference between a good presentation and a fantastic one. This course will focus on core competencies for each participant. Not only will the class learn the theory behind becoming a great presenter, but they will also conduct three brief presentations. To do this, the class will have a pre-class assignment and homework during the evening. This can be adjusted to fit the participants' needs or desired outcome of the course.

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Presentations that Educate, Motivate and Inspire

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Purpose Driven Leadership** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course is designed to give skills to those in upper management. This program will focus on core skills that can be instantly applied in the upper manager's workplace. This course will focus on practical ways to equip and motivate your workers while coaching them toward a higher degree of competency. *Purpose Driven Leadership* is highly motivational and interactive, and participants will have the flexibility to ask questions and give personal examples. In addition, this course will focus on planning for successful delegation and how to support workers without having to step in and solve all their problems.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Retaining Customers for Life** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will teach participants skills for bonding with their customers and creating strategies for staying involved with them. This seminar will touch on customer acquisition, customer value, and customer service as some of the foundational processes which must be high functioning. This course also includes creative ways to keep communication open and be in touch with each customer.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Serving Internal Customers Through Outstanding Customer Service** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will examine the internal customer service process. Each participant will be taught ways to impact the internal customer with higher quality service. This course will focus on why one should deliver outstanding internal customer service and how it makes the organization run more effectively. Participants will learn how to determine who is in their customer service chain, and how to handle abusive techniques from others who are angry and intimidating.

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Strategic Planning** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course is a road map on ways executives can strategically align each department with the mission and vision of the organization. *Strategic Planning* will focus on creating and implementing plans that reinforce new goals and visions, as well as support goals which have been inherited. This course will identify a process with strong emphasis on the behaviors and performance needed to successfully fulfill the plan. Participants will learn how to break down the plan into bite size steps for faster implementation and delegation.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Successfully Dealing with Conflict Without the Fireworks** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will focus on ways to reduce professional or personal conflict. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will receive clear steps of action for getting to the root of the conflict. Ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Successfully Handling Change** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course will examine all the angles of change. Participants will learn approaches people take in handling change and ways to anticipate or forecast changes coming down the line. Each person will gain skills not only in looking at change from the perspective of the organization, but also what he/she can do to help implement that change. Attendees will gain insight into the components of change and will create a strategic plan in how to overcome hurdles due to the fear of change.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Successfully Managing People in the 21st Century** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** *Successfully Managing People* is a two-day course designed to give skills to those in supervision or management. The program is filled with behavioral skills that will help motivate, equip, and discipline the worker. Interactive pieces are placed within this course to allow the learner to interject real-life situations. Those in attendance will leave with tricks of the trade that can only be learned from years of experience.

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| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Total Quality in the 21ˢᵗ Century** | $5,500 | 1 Day | 1 | 25 |

**Course Description:** This one-day course is designed to teach workers skills which are vital for quality in the workplace. This course will focus on team functions, rewards, and communication necessary to drive quality throughout the organization. Participants will learn how to facilitate and implement quality initiatives, monitor collection of data, and explore planning and monitoring quality projects.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Tough Minded Facilitation** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will teach participants ways to increase communication, balance input and gain deeper understanding for important meetings. Participants will learn ways to control meetings and keep them on task, while remaining professional. They will gain insights into agenda preparation, documentation, brainstorming techniques, and consensus building.

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **What Makes Your Organization Tick?** | $7,900 | 2 Day | 1 | 25 |

**Course Description:** This two-day course will focus on ways executives can analyze, develop, motivate, and lead their specific section in a strategic way. This course will examine culture and what impacts and influences it; morale and motivational issues; and conflict and people issues. Participants will learn how to successfully diagnose the issues in an organization and develop plans for making changes to move the organization in the direction of success. Participants will analyze ways to make their organizations more effective and efficient.

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# *Workshops*

| Course Name | Course Price Per Course | Length | Minimum Participants | Maximum Participants |
|---|---|---|---|---|
| **Fast Start: Facilitative Workshop for Creating Best Practices for the Project Management Environment** | $9,500.00 | 3 Day | 1 | 25 |

**Course Description:** *Fast-Start: Facilitative Workshop for Creating Best Practices for the Project Management Environment* is an on-site, three-day workshop. This is not a training course, but an instructor-led facilitation effort with your staff to create customized Project Management Best Practices for your organization, PMO, or internal Project Center of Excellence.

*Fast Start: Facilitative Workshop* will use your staff to develop project management processes for your organization that are adjusted to your culture, management styles, organizational type and amount of controls desired by upper management. It will allow your organization to have a blueprint of processes to give direction on building and shaping the project management culture and methodology for the future. Each process will not only focus on what your organization is doing now, but also on what you desire it to do in the future. Where do you want your project management methodology to drive your organizational projects?

*Fast Start: Facilitative Workshop* allows your staff to walk away with all major processes for successfully running project in your environment customized to your own culture and organization. 19.5 PDUs