

**A practical approach**

**to managing the  
resources, people,  
deadlines and  
real-world challenges  
required to bring any  
project in on time, on  
target and on budget.**

**2 Intensive**  
Days of Training  
on Dozens of Core Skills

FUNDAMENTALS OF EFFECTIVE

# Project Management

**one of the toughest jobs there is ...**

Effective project managers are required to be experts in planning, prioritizing, scheduling, budgeting, negotiating, organizing, controlling costs, handling change ... not to mention recruiting, motivating, coaching and refereeing the project team!

Smart professionals understand that effective project management requires discipline and a myriad of rock-solid skills – winging it is NOT an option when so much is on the line!

This workshop is packed with the cutting-edge tools, techniques and the know-how you need to tackle even the most complex projects with confidence and incredible success!

Presented by: **NATIONAL SEMINARS GROUP** A Division of Rockhurst University Continuing Education Center, Inc.

# Your Comprehensive Two-Day Workshop Will Be Filled With Practical, Powerful Tools, Techniques and Skills

## Learn the most up-to-date project management tips and techniques!

- DISCOVER** how to create a thorough project plan that'll give you specific direction on how to keep the project moving forward
- MASTER** proven methods for staying focused on project priorities ... and handle project setbacks and changes like a pro
- LEARN** the secrets to keeping your project moving forward, despite the inevitable snags and surprises you'll experience along the way
- UNLOCK** the secrets of PERT, CPM and GANTT and put these powerful scheduling and planning tools to work right away
- DEVELOP** a reputation as a "closer" in your organization ... one who gets the job done ... on time and on budget
- DISCOVER** the formula for making the best use of the money, time and talent available for any project
- MASTER** organization and management techniques that keep you "in control" throughout your project
- BUILD** creative and productive project teams dedicated to seeing the project through to the finish

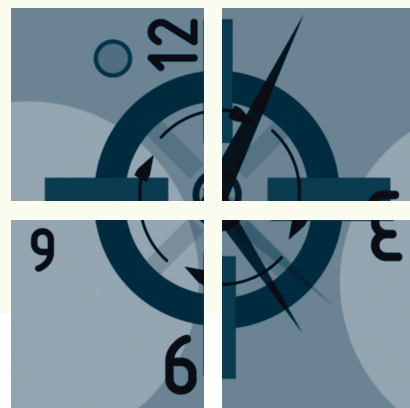
## Easy to Understand and Use!

You'll gain the same powerful, practical tools top researchers and scientists use to manage the most complex projects, but even more important, you'll get step-by-step direction on how to make these potent tools work for you. Plus, we take project management out of the "it's-way-too-complicated" mode and present these techniques in clear, easy-to-understand terms that you'll remember.

## Your Best Value!

Shop around and you'll see that you can spend thousands of dollars and more for project management courses. But why? This project management workshop combines the latest information with proven, real-world skills. You get first-rate training that fits your budget!

WANT TO SAVE YOUR ORGANIZATION TONS OF TIME AND MONEY? ENROLL IN THIS WORKSHOP TODAY AND YOU'LL SEE BOTTOM-LINE RESULTS ON YOUR VERY NEXT PROJECT!



DON'T MISS THIS OPPORTUNITY TO GAIN PROJECT MANAGEMENT SECRETS SHARED BY TOP PROS.

## Gain Dozens of Practical Project Management How-to's, Including ...

1. How to develop a project plan starting at ground zero
2. How to make sure projects go according to schedule
3. How to use project planning tools, including PERT, GANTT and CPM
4. How to establish checkpoints so you can quickly check your project's status
5. How to establish aggressive yet realistic timelines
6. How to identify and root out project waste
7. How to keep team communication lines open and effective
8. How to keep multiple projects going at the same time ... without dropping the ball
9. How to establish priorities when everything seems urgent
10. How to allocate money and people resources appropriately
11. How to decide what kind of players you'll need on your team
12. How to build support from other departments and higher-ups
13. How to anticipate project bottlenecks and problems before they knock you off target
14. How to make sure team members are performing up to their potential
15. How to develop schedules and controls that keep all your projects moving forward
16. How to define and communicate team goals and priorities so everyone knows and accepts their vital roles
17. How to develop effective contingency plans and methods for staying on top of every project detail
18. How to handle project changes and obstacles easily
19. How to conduct effective and productive meetings
20. How to delegate, motivate and successfully lead team members
21. How to recognize when there's trouble brewing, and how to stop it dead in its tracks
22. How to establish specific action plans to guide your team to success
23. How to overcome team player resistance to change
24. How to monitor your project's progress every step of the way

## OUR CUSTOMERS SAY IT BEST!

“Excellent seminar! A more systematic approach to starting, following through and completing projects! I'll start right away!”

— Joy Schille Raether, Project Coordinator/Supervisor, WSLGA

“Extremely relevant and usable; excellent presentation! I plan to put into action what I've learned today.”

— Harry Jacoby, Vocational Services Director, Hope Haven

“Thank you for providing useful tools for me to use in my profession and for motivating me to use them beginning tomorrow.”

— Judy C. Wesson, Marketing Director, Infirmary Health Systems Inc.

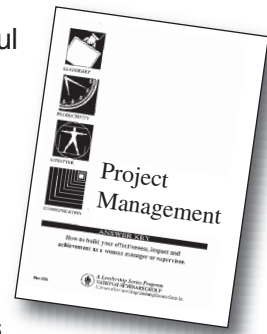
## Your Money-Back Guarantee

Join us for this workshop, and we guarantee you'll return to work armed with powerful techniques, time-saving tools and the latest strategies for managing projects using leading-edge technologies. We insist that this workshop MUST markedly enhance your skills and productivity in project management ... or you'll get your money back.

If you manage projects, this workshop will give you the tools you need to make your job easier ... and your projects more successful!

## Take Home an Invaluable Reference Guide That Will Take You Through Your Projects Step-By-Step

Packed full of powerful tools and proven techniques, the invaluable workbook that accompanies **Fundamentals of Effective Project Management** is in itself worth the price of the workshop! This reference guide features step-by-step explanations that decipher charting methods such as GANTT, PERT and CPM and make them simple to understand and implement.



You'll also receive our exclusive Task Tracker™, which will help you organize even the most complex assignments into do-able tasks. And, the Negotiation Worksheet™ allows you to effectively prioritize your activities so you can fulfill your duties as a project manager without letting your other responsibilities slide.

Expect this exclusive workbook – available only through this seminar – to become one of your most relied-upon resources for all your project management needs.

## Gain new strategies for molding a diverse group into a cooperative project team

It's estimated that 70% to 80% of all project management problems are people-oriented. In today's diverse workforce, you're bound to have people on your team from various backgrounds who have little in common. This could cause big problems, if you don't know how to handle it. That's why **Fundamentals of Effective Project Management** puts so much emphasis on leadership and team-building skills. You'll learn how to gain cooperation early on and keep your team members' enthusiasm high during even the most difficult projects.

# YOUR GUIDE TO PROFESSIONAL Project Management

WORKSHOP HOURS: 9 A.M. TO 4 P.M.  
REGISTRATION BEGINS AT 8:30 A.M.

## Getting Started – You as the Successful Project Manager

- What are the controlling factors every project manager must contend with? How can they determine the success or failure of your project?
- Discover the keys to project planning: analyze your budget and time constraints easily ... and accurately
- Learn to fulfill your duties as a project manager without letting other responsibilities slip
- Find out helpful tips that encourage creativity without stifling team members or team goals
- Recognize 5 key characteristics all successful project managers hold – which ones do you possess, and where do you need work?

## Building a Solid Project Team

- Learn vital strategies for team-building and getting everyone “up to speed”
- Become the kind of leader who keeps the project moving forward, even when the going gets tough
- Identify 4 common team structures and what projects work best with each
- Plan tasks and responsibilities effectively by analyzing the strengths and weaknesses of every team member ... yourself included!

## Mastering the 4 I's ... Your Key to Guaranteed Project Success Today

### INCEPTION

How to get projects on the right track so you don't get side-tracked

- Discover powerful strategies that will help organize your ideas, set your priorities and accurately assess your time and money resources
- 5 sources of authority – know where to gain the power to get the project done
- Get project stakeholders “on board” and firmly committed to your objectives
- Learn how to communicate effectively ... and authoritatively ... with people up and down the project line

### INITIATION

How to put people together and working cooperatively

- Learn which actions you must take ... and avoid ... at each stage of the project cycle
- 5 steps you can take to steer your project successfully through office politics
- 9 reasons why projects fail – assess your risk before you begin!
- Master our exclusive Task Tracker™ method – organize even the most complex tasks into bite-size, manageable pieces
- Learn 7 positive steps that give purpose to every meeting

### IMPLEMENTATION

What to do to make sure the daily grind of work doesn't cause your project to grind to a halt

- Gain commitment and cooperation for your project ... no matter what the time frame ... no matter what the goal
- 11 roadblocks that can stall your team's productivity
- Paper-free, hassle-free information – keep others informed of your progress with no additional effort
- How to deal quickly and confidently with inevitable project changes
- 12 easy steps to more accurate time and cost estimates and control
- 7 steps that help you evaluate the glut of project management software available ... before you buy

### INTEGRATION

How to make sure everything fits together and runs smoothly

- 6 strategies that help you anticipate team and project problems
- How to avoid making mistakes when you're under pressure
- Develop essential project plans easily by using GANTT, PERT and CPM charting methods
- 5 powerful ways to keep conflict to a minimum on any project team
- 9 steps that help you “wrap it up” easily and completely



## STAR12 Members Learn More, Yet Pay Less!

We asked what successful professionals like you wanted from the nation's top training company. You answered loudly – more for less.

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As a member, you can attend as many of our seminars as you'd like for an entire year – for FREE! Plus, you'll get 24/7 access to our incredible STAR12 online learning collection. And that's just for starters!

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[www.natsem.com/STAR12](http://www.natsem.com/STAR12)

Become a STAR12 member today for only \$599,\* which allows you to attend **Fundamentals of Effective Project Management** – or any other seminar in the STAR12 learning collection – for FREE! Call 1-800-258-7246.

\*\$599 entitles you to a Gold-level individual STAR12 membership.

Enroll online at  
[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)  
or call 1-800-258-7246





**NATIONAL SEMINARS GROUP**

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VIP #919-118101-001

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