



2010 Schedule of Professional Development Seminars

Updated February 2, 2010

Project Portfolio Management - Tools and Techniques

Date: April 22, 2010

PDU: 8

Instructor: Ginger Levin, DPA, PMP, PgMP

Cost: \$295

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

Dr. Levin's portfolio management courses are drawing packed crowds not just in the United States, but around the world, signaling increased acceptance and adoption of the concept. Project portfolio management is essential to ensure that the projects, programs, and other work that are undertaken in the organization are supportive of the organization's strategic goals and objectives. In the portfolio management environment, there is a predefined process for selecting projects and a uniform process for evaluating their success. This workshop provides the tools and techniques to establish or enhance the project portfolio management process in your organization. The first day covers the fundamental concepts and techniques to consider, while the second day focuses on development of a project portfolio management model and how best to introduce and implement portfolio management in the organization.

Who Should Attend

- Project and program managers who want to ensure their projects are a major priority in the organization
- Members of Project Management Offices who want to establish or enhance the existing project portfolio management process in the organizations
- Portfolio managers who are responsible for this function in the organization
- Those holding the credential of PMP® (Project Management Professional) and PgMP® (Program Management Professional) who need to take training/education seminars for re-certification
- Senior managers who want to determine methods to ensure that the most effective projects and programs are conducted and pursued in the organization.

Planning Program Excellence: A "Hands-On" Experience

Date: April 23-24 (Friday-Saturday), 2010

PDU: 15

Instructor: Ginger Levin, DPA, PMP, PgMP

Cost: \$495

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

This unique seminar guides you in experiencing for yourself, in class, the creation of the most critical program plans and documents.

Increasingly, organizations are using programs, rather than projects, for much of their work. Through the use of programs, which consist of projects with interdependencies with one another as well as non-project work, organizations can achieve more benefits than if a project was managed in a standalone fashion.

This two-day workshop presents an overview as to the importance of programs and how they differ from the management of multiple projects. This overview also focuses on the relationship of program management to project management and portfolio management.

It is followed by the key activities to be performed in the six program management domains – defining the program, initiating the program, planning the program, monitoring and controlling the program, and closing the program. Through a combination of mini lectures and group exercises, participants will learn the importance of each of these six domains and what is necessary for success in each one. Additionally, the program management life cycle and the benefits management will cycle will be stressed during this two-day session.

Learning Objectives:

1. Recognize the differences between managing a program versus managing a project
2. Prepare a business case for a program
3. Describe the necessity of a program charter
4. Identify the key program stakeholders
5. Recognize the importance of governance on a program
6. Determine the roles and responsibilities of a PMO
7. Prepare a benefit realization plan
8. Identify the other plans to be prepared for a program
9. Prepare a program communications management plan
10. Negotiate for resources to manage the program
11. Set up a process for knowledge management and lessons learned
12. Identify key tools and techniques to use for program monitoring and controlling
13. Establish a process to successfully close the program and transition its benefits

Who Should Attend?

Program managers, prospective program managers, program team members, members of a Program Management Office, those considering establishment of a PMO, customers, and functional managers.

Coaching Skills: Growing Your Bottom Line by Multiplying Your Best People

Date: June, 2010

PDU: 8

Instructor: Steve Flannes, PhD

Cost: \$295

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

High performing organizations utilize coaching and mentoring techniques to extend the skills of their best and brightest to others, grow better project managers and build the succession pipeline. This seminar is of importance to every project manager and executive, and vital to project managers who need more from their team. Having coached over 1,200 individuals from project managers to top level executives in some of the world's largest corporations, licensed psychologist Steve Flannes is a proven trainer and respected by PMI-NAC members who have attended one of his prior courses sponsored by PMI-NAC.

People Skills for Project Personnel and Their Managers

Date: June, 2010

PDU: 15

Instructor: Steve Flannes, PhD

Cost: \$395

Early Registration Discount: 10% ends 14 days prior to event.

Member Discount: 10%

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

This course is great for ANYONE who works with people in any job!

Here's a truly unique opportunity for one-on-one career or personal skills coaching! Your knowledge of the PMBOK and even your years of experience are only part of the elements of your career success. Personal skills and people interactional skills can be even more important. Dr. Flannes' successful 2008 PMI-NAC seminar on people skills, which included the Meyers Briggs assessment tool, goes further this time with new assessment options. One of them will reveal new insight into just how you are perceived by your managers. After fourteen and a half hours of classroom instruction and discussion, your final half hour will be a private individual discussion of your confidential assessment results with Dr. Flannes. You can spend it talking about your career or your career and interpersonal skills. For your convenience, and the order in which you registered, some consultations could be conducted telephonically. Attendees will receive a copy of Dr. Flannes' book, co-authored with Dr. Ginger Levin, entitled *Essential People Skills for Project Managers*.

Risk Management Excellence and the PMI-RMP® Credential

Date: August 16-17, 2010

PDU: 15

Instructor: Carl Pritchard, PMP, RMP

Cost: \$495

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

Carl Pritchard was lead author for the risk management section of the current edition of the PMBOK®. Following the Guide to the Project Management Body of Knowledge (PMBOK®) guidelines, this hands-on program gives participants the opportunity to follow the entire risk management process: planning, identification, qualification, quantification, response development and response control. Participants will learn to integrate the risk management process with high-quality project management. They will work through a variety of risk strategies and have a clear understanding of how multiple strategies can be applied to single risks and how multiple risks may have common strategies.

Upon completion, participants will be able to:

- Know how to finish preparing for the PMI-RMP credential
- Participate at no additional cost in 15 hours of a separate PMI-NAC sponsored PMI-RMP study group activity. These hours, in addition to providing valuable knowledge, also complete the PMI-SP requirement for 30 hours of training in scheduling. PMI-NAC audio conference is available at no charge for study group participation.
- Identify risks using the WBS and several other identification tools
- Rank risks based on qualification and quantification practice, including expected value

- Establish organizational metrics for risk and begin the steps toward building internal risk models
- Assess probability and impact for risk, using qualification practices
- Assess a variety of risk strategies for their projects, selecting the optimal approaches
- Present alternatives to management based on a thorough assessment of the risks
- Integrate risk management with their existing project management practices

Scheduling Excellence and the PMI-SP® Credential

Date: September 16-17, 2010

PDUs: 15

Instructor: Off Peak Training (PMI-SP)

Cost: \$495

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

This is a great chance to sharpen your scheduling skills with a seasoned practicing professional who has obtained PMI's new PMI-SP credential. The objectives are:

- Provide insight into best scheduling practices from an experienced practitioner and instructor.
- Provide in-depth information about the PMI-SP credential, the credentialing process, the examination and how to study for it.
- Prepare the student to participate at no additional cost in 15 hours of separate PMI-NAC sponsored PMI-SP study group activity. PMI-NAC audio conferencing is available at no charge for study group participation. These hours, in addition to providing valuable knowledge, also complete the PMI-SP requirement for 30 hours of training in scheduling.

Communities of Practice - The New Organizational Frontier

Date: October 21-22, 2010

PDUs: 15

Instructor: Etienne Wenger PhD

Cost: \$495

Early Paid Registration Discount: 10% ends three (3) weeks prior to event start.

Member Discount: 10%

Gold and Silver Sponsor privileges apply.

Pre-register now to assure seating! You can delay payment until three (3) weeks prior to event start.

A community of practice is far more than a technology to be set up in SharePoint. It's an underlying, systematic drive toward excellence in a current or new area of endeavor, and organizations are increasingly learning to use them to gain advantage over their competition. Etienne Wagner is an original thought leader here, and in high demand worldwide.

I. Introduction

1. Communities of practice in organizations: the new frontier
2. True knowledge management: the value of communities of practice

II. Community Development

1. Community development: principles
2. Community development: stages of development

3. Community development: launch design
4. Key roles in communities: an ecology of leadership
5. Community coordination
6. High-impact communities of practice: key factors

“PMI”, the PMI logo, “PMP”, “CAPM”, “PgMP”, “PMBOK”, “PMI-RMP”, “PMI-SP”, are registered marks of Project Management Institute, Inc.