

# Essentials of Project Management Certificate

Tuesdays,  
Sept 26–Oct 31, 2006  
7:30 - 10:00 a.m.

Blaine City Hall,  
Cloverleaf Farms  
Rm A

## About this Program:

The City of Blaine, in partnership with the Anoka County Workforce Center, Anoka-Ramsey Community College, and Anoka Technical College, used survey results from the Blaine Business Retention and Expansion Project, along with follow up visits to survey participants, to identify high priority training needs for Blaine businesses.

Designed especially to meet the needs of Blaine's manufacturing, service, and retail organizations, this certificate program is the third in a series to be offered by the City and its educational partners.

Curt Larson  
Economic Development Specialist  
10801 Town Square Drive  
Blaine, MN 55449  
763.785.6147

www.BlaineBiz.com



## Earn the Essentials of Project Management Certificate in just six sessions!

Get the fundamental skills and tools that will help you successfully execute projects from start to finish. Learn what you need to effectively prioritize, schedule workflow, communicate roles, control timelines and budgets, manage conflict and deal with inevitable project changes in this hands-on series.

### Getting Started: The Five Phases of Project Management Sept 26

### Building and Managing the Project Team Oct 3

### Communicating Throughout the Project Oct 10

### Project Scheduling, Costs, and Quality Oct 17

### Managing Project Changes Oct 24

### Completing and Evaluating the Project Oct 31

Take all six workshops to receive an "Essentials of Project Management" Certificate, or choose individual workshops to improve specific skills.

## Certificate Program

Take all six workshops to earn an "Essentials of Project Management" Certificate

Standard Certificate Program Fee:	\$800
City of Blaine Sponsorship:	- \$575
<b>Certificate Program Registration:</b>	<b>\$225</b>

## Individual Workshops

Take one or more individual workshops

Standard Workshop Fee:	\$145
City of Blaine Sponsorship:	- \$70
<b>Individual Workshop Registration:</b>	<b>\$75</b>

**REGISTER TODAY!**

Call 763.433.1200

Sponsorship available to all Blaine businesses and organizations.

Seating limited to 40 participants

# THE ESSENTIALS OF PROJECT MANAGEMENT CERTIFICATE SERIES

Earn your certificate by taking all six of the workshops or take only the classes that interest you.

## **Getting Started: The Five Phases of Project Management**

*We don't know what we don't know!*

Discover the crucial tools you need to get started on your project. Bring a project or two to work on while you learn. This session covers:

- Developing a Calendar of Multiple Projects (COMP)
- Applying basic PM tools to your own project(s)
- Developing and using Task Lists, Work Breakdown Structures, Network Diagrams and the Gantt Chart
- Understanding the differences between Project Management and Operations Management

**September 26**

## **The Right Stuff: Building and Managing the Project Team**

*For your project to succeed each member of the Team must know and be suited for their role and responsibilities to get the work done.*

Forming the right team is the most important project tasks. Clearly defined team roles and responsibilities avoids duplication of effort, makes decisions more concrete, and increase collaboration and accountability. Find out how to define and set realist goals and objectives as a team and establish the ways in which the group will work together .

**October 3**

## **Do You Hear What I Hear?: Communications and the Project Team**

*Avoid and handle the many problems that miscommunication can cause.*

Identify your communication style by using an the DiSC assessment tool and learn how your style interacts with others on the project team. Topics include understanding interpersonal dynamics, tools for working better together, and learning to maximize communication strengths and minimize the shortfalls.

**October 10**

## **The Big Picture: Project Scheduling, Costs, and Quality**

*Fuzzy or unrealistic goals can throw your project out of alignment, cause cost overruns, and missed deadlines.*

Keep your projects on track and your goals clear and attainable. Topics include:

- Developing a realistic budget for your project scope
- Monitoring quality while maintaining the project budget
- Using electronic tools to keep the project on schedule
- Creating and monitoring milestone reports

**October 17**

## **PROGRAM BENEFITS:**

- Increase your ability to complete projects on time and within budget
- Improve your communications within *your* Project Team
- Improve your effectiveness and productivity
- Apply new skills and concepts to *your* Project
- Learn from an expert in a comfortable, relaxed environment
- Build your credentials with a Project Management Certificate
- Network with other Blaine business people

An organization that excels at project management becomes an agile organization that knows how to deal with and drive change.

*- 2004 PricewaterhouseCoopers study*

# PROJECT MANAGEMENT...THE SCIENCE OF "GETTING THINGS DONE"

## Expect the Unexpected: Managing Project Changes

*Projects jump off track when changes are made and conflict arises.*

Prevent project ineffectiveness by being prepared to manage the inevitable. In this session learn how to:

- Recognize and respond to project changes in a proactive manner
- Identify inefficiencies of the project model
- Manage conflict created by unexpected changes
- Create a plan to communicate the project changes among the Project Team and the organization

**October 24**

## All Good Things Must End: Completing and Evaluating the Project

*Communicate and celebrate your success and the impact of your project on the organization.*

How did your project go? What worked? What didn't? Learn to assess the variation between your initial plan and the final product as you review your project plan from start to finish. You will discover how to evaluate the tangible outcomes, as well as the processes used by your management team. This session also includes assessing feedback, final project plan and of course keys to celebrating your project's success!

**October 31**

*Jackie Moen's "Managing Multiple Projects with Ease and Confidence" was outstanding, and has made a significant difference in how employees at Top Tool track and prioritize their projects.*

*In today's world every employee gets challenged with how to manage multiple projects. Companies are always trying to get more done with fewer people, which means everyone has to work more efficiently. This workshop has helped us to manage our time and projects better.*

Gary Hartman,  
Manager, Top Tool, Company  
Blaine, MN

**REGISTER TODAY!**

**Registration Deadline: Monday, September 18**

**Call 763.433.1200**

or use the registration form on reverse

*All sessions are on Tuesdays from 7:30-10:00 a.m.*

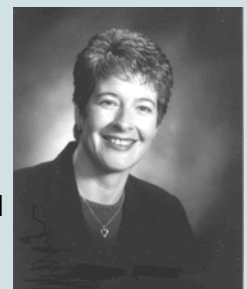
**Training Presented by Anoka-Ramsey Community College**  
**Meet the Instructor, Jackie Moen:**

**AnokaRamsey**  
Community College  
CAMBRIDGE • COON RAPIDS

**J**ackie Moen is a results-oriented trainer and consultant and the founder of Training Connections. She draws on twenty-one years experience in education, business and industry to deliver consulting and training services to improve organizational performance.

Jackie specializes in leadership, team building, communications, and project management. Her energetic style includes active participation through exercises, discussion and the application of practical tools that quickly transfer to the workplace. Jackie has worked with state and county governments, health care, hospitality, manufacturing, and the timber industry.

Jackie holds a Master of Arts in Management and a Bachelor of Science in Education. She is an active member of the American Society of Training and Development. Clients include Top Tool Co., Potlatch Paper Corp., Moline Machinery, Duluth News Tribune, and the MN Dept. of Transportation. Jackie has been a project manager for Northern MN Healthcare Network and the City of Cambridge.



# REGISTRATION - REGISTER BY SEPTEMBER 18!

## Three Easy Ways to Register...

### By Mail

Mail your registration and check, credit card or company billing information to:

Anoka-Ramsey Community College  
Continuing Education / CEU Registration  
11200 Mississippi Boulevard  
Coon Rapids, MN 55433-3499

### By Fax

Fax your registration and credit card or company billing information to **763.433.1201**

### By Phone

Call **763.433.1200** and register with a credit card or company billing

## Registration Policies

1. Registration is limited to 40 participants on a first-come first-served basis. Registration of more than 5 employees per organization will be on a space-available basis.
2. Payment information is due at the time of registration.
3. Seminar fees available for all organizations with a Blaine mailing address.
4. Full refund is given with at least five business days notice of cancellation. Substitutions are accepted up to the day prior to the class for individual courses.

**Class Location:** Blaine City Hall, 10801 Town Square Dr.  
Cloverleaf Farm Room A, 2nd Floor

## COMPANY/ORGANIZATION INFORMATION *(please print)*

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## PARTICIPANT INFORMATION *(please print)*

Name: \_\_\_\_\_  
*First MI Last*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Project Mgmt Experience (years): \_\_\_\_\_

**SEMINARS** (Select All Six seminars for the \$225 Certificate Program. Individual seminars are \$75/each.)

- |   |  |
|---|--|
| <input type="checkbox"/> Sept 26, Getting Started: The Five Phases of PM                    | <input type="checkbox"/> Oct 17, Project Scheduling, Costs, and Quality                          |
| <input type="checkbox"/> Oct 3, The Right Stuff: Building & Managing the Project Teams      | <input type="checkbox"/> Oct 24, Expect the Unexpected: Managing Project Changes                 |
| <input type="checkbox"/> Oct 10, Do You Hear What I Hear? Communications & the Project Team | <input type="checkbox"/> Oct 31, All Good Things Must End: Completing and Evaluating the Project |

## PAYMENT INFORMATION *(please print)*

Certificate Program: \$ 225     Individual Seminar(s): \_\_\_\_\_ seminars @ \$ 75/seminar = \$ \_\_\_\_\_    **Total: \$** \_\_\_\_\_

Payment Method:  Check *(enclosed)*     Visa     MasterCard     Discover     Company Billing *(please include authorized signature below)*

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

