



Project Management Principles

At the heart of any successful program or initiative is a project manager who employs a variety of proven management strategies and techniques. This seminar offers a solid foundation of principles, tools and best practices to help set you apart as a skilled project manager.

- Explore and practice critical concepts and strategies for successfully managing a project.
- Strengthen and demonstrate effective team behavior and interpersonal skills, especially when communicating project changes and progress.
- Develop and present a basic project plan incorporating key seminar concepts.



Constructing a Foundation for Successful Project Management

Using the internationally recognized Project Management Institute's Body of Knowledge (PMBOK) as a guide, this seminar allows you to develop and present a real world project plan under the guidance of certified project managers and expert instructors.

Key project management principles including scope management, chartering, work breakdown, scheduling, accountability, communication planning, earned value, risk evaluation and Critical Path Method (CPM) will also be presented during the weeklong seminar.

SKILL IMMERSION

COMPETENCIES

- Problem Solving
- Accountability
- Strategic Thinking
- Technical Credibility
- Team Building

ACADEMIC CREDIT

2 upper level Baccalaureate credits may be available upon completion.

DATES & LOCATIONS

November 14–18, 2011

June 4–8, 2012

At the Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

April 2–6, 2012

August 6–10, 2012

At the Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

“The body of information provided demonstrates a commitment to elevate the level of competence in the Federal workforce to promote greater efficiencies in work output, a better work environment and attention to cost savings.”

Register Now for the Project Management Principles Seminar

This seminar is designed for new or potential project managers with little or no previous training or experience in project management.

Be Prepared With the Skills Needed to Lead Successful Organizational Initiatives and Programs

- Understand project management based on the Project Management Institute's Body of Knowledge (PMBOK).
- Apply project management critical project management tools to improve project planning and implementation.
- Learn and demonstrate effective team behavior and the importance of team membership when it comes to successful projects.
- Strengthen interpersonal skills necessary for effectively and productively communicating project changes and progress.
- Develop and present a basic project plan incorporating key seminar concepts.

“Tools of risk analysis, planning and conflict resolution from the seminar are bound to positively impact my public service job.”

TUITION

\$3,500

Tuition includes materials, meals and lodging.

LEAD

This seminar meets the project/team lead track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to www.leadership.opm.gov/certificates/LEAD/index.aspx

SUGGESTED FOLLOW-ON COURSES

Team Development Seminars I and II

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

Three Ways to Register

1. Register Online at www.leadership.opm.gov

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a Registration Form, found in a catalog or online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 304-870-8008

Fax: 304-870-8078

TDD/TTY 304-870-8066

Email: register@opm.gov



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