

2012-13

St. Ambrose University Professional Development has partnered with On-Track: The Strategic Solutions Company to provide several Project Management training programs and a Project Management Certificate

Project Management



- > Finish projects *on time—every time*
- > Develop a winning project team
- > Foster higher creativity and innovation
- > Formulate better project strategies and tactics
- > Reduce destructive conflict in projects
- > Improve communication
- > Reduce project waste and improve your bottom line



FOR MORE INFORMATION

Professional Development • 563/333-5723 • PD@sau.edu



Project Management

Pick and choose the program that fits your needs or earn the St. Ambrose University Project Management Certificate by completing three core courses and two electives within three years. The Project Management Certificate Program provides a scalable project management system for managing projects of all shapes and sizes and a “project-ready tool kit” to serve project needs, regardless of industry. Classes include elements of the Project Management Body of Knowledge (PMBOK® Guide) developed by the Project Management Institute® (PMI).

TIME, LOCATION Classes meet daily from 8:30 a.m.–4:30 p.m. at St. Ambrose University Professional Development, 331 W. Third Street, Davenport, IA 52801.

COST \$995 per course includes all seminar materials, light breakfast, networking luncheons, refreshment breaks and 18 PDUs or 1.8 CEUs. Cost for multiple corporate attendees and SAU alumni is \$895 per course.

REGISTRATION Payment must accompany registration and be received by the first day of the program. A fee of 25% applies to cancellations received within two weeks of the training program start date. Register and pay online at www.sau.edu/pd.

FOR MORE INFORMATION contact us at 563/333-5723 or PD@sau.edu.

CORE COURSES

Project Management: Planning, Execution and Control

Sept. 18–20, 2012 May 14–16, 2013
Nov. 6–8, 2012 Sept. 17–19, 2013
Feb. 19–21, 2013 Nov. 5–7, 2013

An extensive overview of professional project management is presented along with the importance of a consistent methodology. This course provides a project-ready tool kit for initiating, planning, executing, monitoring and controlling, and closing out projects within a practical system of professional project management.

Managing Projects through People

Oct. 9–11, 2012 Oct. 1–3, 2013
March 19–21, 2013

This course defines the various roles for people involved in the project and defines their responsibilities. It focuses on the complex skills required to work with people, including managing project teams at the highest performance levels. Learn meeting management tools and techniques; motivational and interpersonal

skills critical to working with people in a team environment; tools for identifying personality traits; methods for recognizing and responding to nonverbal messages and information for understanding and accommodating individual differences (age, gender, culture).

Managing Project Communication

Nov. 27–29, 2012
April 16–18, 2013
Nov. 19–21, 2013

Project managers must be able to communicate accurately and persuasively with people at all organizational levels. Learn to develop a communication management plan for distributing appropriate information to each stakeholder group through proper forms of media while actively managing stakeholder expectations. Learn tools and approaches for influencing outcomes, negotiating results and managing conflicts. Recognize negotiation styles, including your own. Learn to communicate openly and directly within the context of a professional project manager.

ELECTIVE COURSES

PMP and CAPM Exam Preparation

Aug. 27–29, 2012
Feb. 5–7, 2013
Aug. 27–29, 2013

Prepare to take the Project Management Institute’s Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® certification exams. This course includes comprehensive review of the PMBOK® *Guide*, practice exams, test-taking tips, a review of the application process and a copy of the best selling study guide, “The PMP Exam: How to Pass on Your First Try,” by Andy Crowe.

Planning and Managing Construction Projects

April 2–4, 2013

Learn to maximize success in meeting project requirements through comprehensive planning for all project knowledge areas. An experienced project manager will instruct you in initiating, planning, executing, monitoring and controlling, and then closing-out construction projects. This program will benefit public

and private owners and project managers who want to improve the delivery of capital projects and create a more predictable project management system.

Project Leadership and Professional Responsibility

Oct. 24–26, 2012
May 7–9, 2013
Dec. 10–12, 2013

Effective leadership is essential for successful projects. This course discusses the difference between leading and managing in the project environment. Basic leadership theories are explored and related to individual class members. The concept of “transformational” leadership is

introduced and employed through class exercises as a project-ready method for leading in the project environment.

Managing Project Quality, Procurement and Risk

Sept. 10–12, 2013

The need for proper planning for managing quality, procurement and risks in projects cannot be understated. Project success is directly related to the level of planning that occurs in these areas, yet most organizations spend very little time creating these plans. Learn to plan quality assurance into project management processes to ensure accomplishing performance requirements.

INSTRUCTION BY On Track: The Strategic Solutions Company

As an engineer for over thirty years, On-Track founder George M. Hollins, PE, PMP, has been responsible for overseeing more than \$1 billion in project value. He has worked on individual projects ranging in value from a few thousand dollars to over \$100 million, and programs and portfolios valued at several hundred million dollars. George has first-hand experience in creating a high-performance project management organization and then reaping the results.

On-Track: The Strategic Solutions Company improves staff and organizational performance through hands-on learning and development programs. It is a registered education provider with the Project Management Institute® (PMI).

