On time. Within budget. Every time.
Program Daily Breakdown

Lead by:

CITEC Business Advisor Kate Chepeleff's deep experience and engaging training style encourages participation and effectively generates deep learning.

Register today.

This program is offered several times throughout the year in locations across the North Country, **or we can customize our program to meet your in-house needs.**

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CITEC
Business Solutions

CITEC has a 30-year track record of delivering results working with small and medium-sized businesses across the North Country. We bring world class resources through our state and national network. More information at citec.org.

NEW YORK STATE OF OPPORTUNITY. | **Division of Science, Technology & Innovation**
A Division of Empire State Development

MANUFACTURING EXTENSION PARTNERSHIP National Network

From simple projects like periodic events, to major capital improvements, your business relies on successful planning, execution, and close-out to move forward. The right system puts every project on the right path, right from the start.

Project Management training follows this basic breakdown, but can also be modified to address specific needs in the class.

Day One
Introductions and Definitions– including schedule, norms, and expectations. We will define what is a project, the basic tools that will be covered, and a focus on how this training will apply to specific projects that participants may already be working on, or will work on in the near future. This training day includes an interactive exercise to build camaraderie and demonstrate the goals.

Day Two
Basic Tools 1 – Project Planning, Charters and A3 Reporting. A look at some of the basic tools project managers can use to put every stakeholder on the same page. These are great resources to ensure that everyone understands the scope of the project, the actual beginning and end, a basic timeline, and a mechanism for tracking progress and goals.

Day Three
Basic Tools 2 – SIPOC Maps, Resource Allocation, and Stakeholder Analysis; deeper tools to help develop more complicated projects that draw resources from disparate sources. These techniques help focus a timeline and ensure that everyone involved in the project gets behind it.

Day Four
Building a Team, Leading, Motivating, and Emotional Intelligence– different types of teams function differently and motivating groups of people takes different skill sets than motivating individuals. We will hash out the difference between telling people what to do, and inspiring them to do their best. And, there is increasing awareness that managing our own emotions and the emotions of those around us has a powerful influence on our capacity to get work done.

Day Five
Risk Analysis and Failure Mode Analysis– even the best project plans have setbacks. Analyzing risk ahead of time reduces delays, and analyzing mistakes sets you up to avoid repeating costly errors.

Day Six
Meeting facilitation – Well organized, purposeful meetings with strong leadership propels the work forward. This session will teach how to prepare for a meeting, how to deal with different kinds of disrupters, how to communicate next steps effectively, and follow-up techniques.

Day Seven
Managing Change, Time, and Stress– how to get the necessary buy-in to ensure successful, sustainable projects; how to set goals, break them down, and prioritize to maximize output every single day; and how to approach stress to minimize its disruptiveness.

Day Eight
Microsoft Project/Software Solutions– there are a ton of project management software tools out there. This session will look at optimizing your organization's management software and also includes a review of the whole program and any projects in progress or completed by participants.

Additional coaching is always available!

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