

THE PROJECT MANAGER'S TOOLKIT™

UC San Diego, Extension's Intensive In-Company Program for Managers

Program Overview

The Project Manager's Toolkit™ is designed to give managers practical principles they can use to be more effective in meeting project goals. The sessions cover a core body of knowledge related to project management, as well as elective skills or tools that may be industry specific. Participants work on actual projects to apply their learning and practice new

Program Parameters

- Offered exclusively to organizations for their employees
- Tailored to the challenges of each organization
- Ten (four-hour) sessions equal to (4) CEU's of credit
- Minimum 15 participants per program
- Individuals who complete the course may apply the experience toward the UCSD Extension Professional Certificate in Project Management

Outline of Instructional Topics

Core Sessions

Projects in Business

- Defining and Evaluating Potential Projects
- Correlating Strategic Goals and Projects
- Risk Analysis

Structuring a Project

- Goals, Scope and Organization
- Feasibility Assessments: Operational, Technical, and Economic
- Phases and Subprojects
- Integrating Multiple Projects

Planning a Project

- Task Identification and Resource Allocation
- Cost Estimation
- User/Client Issues

Managing the Project

- Project Control and Monitoring Systems
- Change Management
- Liaison with Internal and External Entities

Project Team Development

- Exploring Group Dynamics and Group Development

Experiencing Teambuilding

Communication Styles

- Understanding how Communications Style is Related to your Effectiveness as a Manager
- Understanding Your Natural Communication Style
- Exploring other Effective Styles and When to Use Each

Giving Constructive Feedback and Managing Interpersonal Conflict

- Understanding the Impact on Performance
- Practice Delivering Constructive Feedback
- Resolving Conflict for a Win-Win Outcome

Project Implementation and Termination

- Testing, Documentation and Training Elements
- Introduction of Types of Implementation
- Post-Implementation Review
- Project Evaluation and Termination

Elective Sessions

(Select one from the following)

- Effective Time Management and Delegation Techniques
- Managing biotech Development Projects
- Managing Construction Projects
- Methodologies for Software Development Projects
- Presentation Skills for Project Managers
- Project Management in a Turbulent Environment
- Project Management Software Tools
- Risk Analysis, Problem Solving and Decision-Making
- Working with Team Members in Remote Locations

Final Session

Project Management Summary

- Lessons Learned
- Overcoming Barriers
- Feedback on Toolkit Projects

Fees

- **Instructional fee:** \$1,250/person
- **Materials fee:** \$145/person
- **Online Project Management Survey (optional):** \$75/person
- **Online Project Management 360° Assessment (optional):** \$200/person

Information

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