

The Project Management Toolkit™

Intensive In-Company Program for Managers

The Project Manager's Toolkit™ teaches 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 skills.

Core Sessions

Overview of Project Management

- Defining and evaluating potential projects
- Correlating strategic goals and projects
- Risk analysis

Planning Projects I

- Goals, scope and organization
- Feasibility assessments: operational, technical, and economic
- Phases and subprojects
- Integrating multiple projects

Planning Projects II

- Task identification and resource allocation
- Cost estimation
- User/client issues

Project Execution

- 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

Project Monitoring, Control & Closing

- Testing, documentation, and training elements
- Introduction of types of implementation
- Post-implementation review
- Project evaluation and termination

Giving Constructive Feedback and Managing

Interpersonal Conflict

- Understanding the impact on performance
- Practice delivering constructive feedback
- Resolving conflict for a win-win outcome

Elective Session

Select one from the following:

- Delegation techniques and managing priorities
- Managing construction projects
- Methodologies for software development projects
- Presentation skills for project managers
- Project management software tools
- Risk analysis, problem solving, decision-making
- Visual process flow

Final Session

Project Management Summary

- Lessons learned
- Overcoming barriers
- Feedback on toolkit projects

Program Details

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

Fees

- Instructional fee \$1,625 per participant, includes materials

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Information
Shannon McDonald
(858) 534-9355
corped@ucsd.edu
extension.ucsd.edu/corporate