



Project Leadership & Management 40 Hours

Project management has become an essential element in determining business success, and it is not just for engineers and MBAs. Today, in addition to our regular jobs most of us are expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This 36-hour program will give you the tools and skills to help you lead and manage projects more effectively. *Note: This course is **not** intended to fulfill the professional development units toward PMP certification.*

How You Will Benefit:

- Understand what is meant by a project.
- Appreciate and use the concepts, techniques, and decision tools available to project managers.
- Increase awareness of potential conflicts and problems that can occur on projects.
- Have methods for keeping the team focused and motivated.
- Recognize what steps must be taken to complete projects on time and on budget.

***See Detailed Course Outline Below**

ETI Instructor Mike Letson is a certified Six Sigma Black Belt specializing in transactional analysis for organizations ranging from city governments to manufacturing. He is known for his high energy and results driven instructional techniques. He brings a wide range of experience from military, corporate, and entrepreneurship, allowing him to relate topics directly to each participant. Mike successfully finds new ways to combine having fun while learning.

Employment Training Panel (ETP) Cost: \$350.00 per employee*

Non-ETP COST: \$1,286.00

WHEN:

Wednesdays

5:00 p.m. to 9:00 p.m.

Sept. 25 – Dec. 4, 2019

No class Nov. 27, 2019

WHERE:

College of the Canyons

26455 Rockwell Canyon Road

Santa Clarita

For more information or to register, please contact [Jocey Hogan](mailto:jocey.hogan@canycans.edu), ETI Program Coordinator at 661.362.5657 or jocey.hogan@canycans.edu

*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$350 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details

Employee Training Institute at College of the Canyons

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

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[http://www.canyonsecondev.org/eti](http://www.canyonseconddev.org/eti)





Project Leadership & Management Training Course Outline

- I. Background:**
 1. Types of Projects and Contracts
 - a. Initial Documentation
 2. Project Life Cycles
 - a. Types
 - b. Work Accomplished
 - c. Costs Expended
 - d. Risk Analysis and Management
 3. Roles and Responsibilities
 - a. Team Members
 - b. Outside Influences
 4. Personalities and Change
 - a. Communication Plans
- II. Project Charter and Management Plan:**
 1. Problems, Goals, and Scope
 2. Rules of Engagement
- III. Managing Work of the Project**
 1. Time Estimation and Management
 - a. Estimating Techniques
 - b. Scheduling Tools
 2. Prioritization of Tasks
 - a. Tracking and Verifying
 - b. Milestones and Factors
 3. Team Dynamics and Motivation
 4. Work Risk Analysis and Management
 - a. Quantitative and Qualitative
- IV. Managing Cost of the Project**
 1. Estimates and Budgets
 - a. Tools and Techniques
 2. Monitoring and Controlling Costs
 - a. Tracking and Data Driven Decisions
 3. Cost Risk Analysis and Management
 - a. Quantitative and Qualitative