

Project Management & Metrics: Learn How to Manage the Busy-ness

April 27, 2018 8:30am to 3:00pm

On the SOU Ashland campus

Description: Too complicated, too complex, too overwhelming: Making progress on a large project can feel like an endless Monday! This two-part workshop offers an introduction to project management and metrics that will help you establish control, and mark progress over complex tasks that span months and involve multiple people. You may register for just one session, but both are highly encouraged.

Project Management Fundamentals (8:30am-12:30pm) – An introduction to the language and framework of project management. Upon completion participants will have the tools to manage projects involving 3-5 people and spanning several months duration. We will lay out the basics of the classical Waterfall model, with a half-dozen hands-on exercises. We'll use ProjectLibre software (freeware) to generate a Gantt Chart. **Participants must bring a project to class.**

Lunch is provided for those attending both morning and afternoon sessions

Metrics (1:00-3:00pm) – An introductory class designed to engage participants in understanding the real purpose and use of metrics. We will examine the big ideas and best practices associated with metrics. Upon completion participants will be prepared to comfortably apply metrics to processes in their world.

Learning Concepts:

- Understanding the project's context and framework—who is on the project team, what are the project requirements
- The core of Project Management—creating the Work Breakdown Structure (WBS), understanding predecessors
- Execution of Project Management—periodic reviews at several levels, when to re-do the project plan
- What is a metric and how does it work
- Benefits and risks of applying metrics
- The right number of metrics to use in a given situation
- The link between metrics and strategy
- The concept of the Balanced Score Card

Presenter: John Lamy has fifteen years of experience as a management consultant for technology firms around the globe, following a long history in research & development engineering management for Silicon Valley companies. John moved to Jacksonville in 2005 and more recently has enjoyed contributing his expertise to his adopted community. John and his wife like to sail, bike, kayak, ski, and spend time with their two amazing grandsons. John holds a B.S. from MIT and MBA from Cornell. He notes that project management and metrics can be applied to all sorts of things, including home projects, to make life *easier*.

Professional Development Workshop Topics

Communication

- Communicating Internally & Externally
- Conflict Resolution
- Constructive Team Collaboration
- Creating Understanding through Challenges
- Critical Listening Skills
- Cross Cultural Communication
- Effective Presentation Skills
- Group Decision Making
- Group Dynamics
- Powerful Visual Communication
- Resolving Challenges in the Workplace
- Social Media Marketing
- Teamwork & Performance
- Written Communication

Finance and Accounting Skills

- Accounting for Managers
- Budget & Cost Accounting
- Financial Literacy & Decision Making for Managers
- Financial Reporting

Human Resources

- Cultural Agility, Diversity, Inclusion and Implicit Bias
- Developing Effective Systems & Processes
- Developing Your Talent
- Empowerment
- Intelligent Teams: Building “We” & Boosting Performance
- Interviewing and Listening
- Organizational Design & Structure
- Performance Evaluations
- Personality Styles: Enneagram, MBTI, StrengthsFinder
- Responsibility and Accountability
- Values, Motivation and Work Life Quality

Leadership

- Action Planning
- Creating a Desired Workplace Culture
- Creative Thinking
- Emotional Intelligence
- Entrepreneurship in Organizations
- Identifying & Acting on Inflection Points
- Management Principles
- Managing through Change
- Positioning Yourself as an Emerging Leader
- Power & Influence in Relationships
- Strategic Thinking & Planning
- Strengths Based Leadership Development
- The Successful Transition to Management
- Thriving as a Leader
- Time Management

Management Information Systems

- Data Literacy & Application
- Data Visualization & Relationship Representation
- Quality Improvement: LEAN, DMAIC, PDCA
- Using Data to Drive Strategy

Other Workshops to Meet Your Needs

Do you have other management training needs specific to your leadership team? Our network of professional development specialists can build content especially for you. We can also pull in topic specialists from across the Northwest to meet specialized needs.

Register for workshops at: www.sou.edu/professional

For more information or group registration contact: (541) 552-8150, professional@sou.edu