

## GSA Course Price List

### *Project Management Training Courses*

| Course Name   | Course Price Per Person | Length     | Minimum Participants | Maximum Participants |
|---|-------------------------|------------|----------------------|----------------------|
| <b>PMP® Exam Prep Boot Camp</b><br><i>(onsite Boot Camp at your location; does not include guarantee)</i> | \$1,025.00              | 4 or 5 Day | 14                   | 50                   |

**Course Description:** This fast paced boot camp prepares each participant with all the core competencies to pass the PMP® the first time. We teach you the terms, processes, and skills to pass the course with minimal post course study. Students will also learn methodologies for taking national tests. Choose from the four- or five-day format to best meet the needs of your employees. This course will follow Project Management Institute’s knowledge areas of the *PMBOK® Guide*. 35 PDU’s/3.5 CEUs

| Course Name   | Course Price Per Person | Length     | Minimum Participants | Maximum Participants |
|---|-------------------------|------------|----------------------|----------------------|
| <b>PMP® Exam Prep Boot Camp</b><br><i>(onsite Boot Camp at your location; includes retesting fee)</i> | \$1,450.00              | 4 or 5 Day | 14                   | 50                   |

**Course Description:** This fast paced boot camp prepares each participant with all the core competencies to pass the PMP® the first time. We teach you the terms, processes, and skills to pass the course with minimal post course study. Students will also learn methodologies for taking national tests. Choose from the four- or five-day format to best meet the needs of your employees. This course will follow Project Management Institute’s knowledge areas of the *PMBOK® Guide*. 35 PDU’s/3.5 CEUs

**The Mathis Group PMP® Exam Guarantee:** In the unlikely event you do not pass the PMP® exam the first time, The Mathis Group will pay for your second attempt within 30 days. If you do not pass the PMP® exam the second time, we will pay for the third attempt within 30 days. If you do not pass the PMP® exam after three attempts, we will refund the balance of the seminar price to you! **\*Note:** The Mathis Group will pay the retake fee amount that is applied to PMI® members. The Mathis Group will not pay for any rescheduling fees assessed by PMI®.

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>PMP® Exam Prep Boot Camp</b><br><i>(attending one of The Mathis Group's public Boot Camps; includes retesting fee)</i> | \$1,850.00              | 4 Day  | 1                    | 100                  |

**Course Description:** This fast paced boot camp prepares each participant with all the core competencies to pass the PMP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. Also, learn methodologies for taking national tests. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 35 PDUs/3.5 CEUs

**The Mathis Group PMP® Exam Guarantee:** In the unlikely event you do not pass the PMP® exam the first time, The Mathis Group will pay for your second attempt within 30 days. If you do not pass the PMP® exam the second time, we will pay for the third attempt within 30 days. If you do not pass the PMP® exam after three attempts, we will refund the balance of the seminar price to you! **\*Note:** The Mathis Group will pay the retake fee amount that is applied to PMI® members. The Mathis Group will not pay for any rescheduling fees assessed by PMI®.

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>PMI-ACP® Exam Prep Boot Camp</b><br><i>(onsite Boot Camp at your location; does not include guarantee)</i> | \$1,075.00              | 3 Day  | 14                   | 50                   |

**Course Description:** This three-day, fast paced boot camp prepares each participant with all the core competencies to pass the PMI-ACP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. In addition, this course is based upon the PMI®-recommended reference materials on Agile, Scrum, XP, Lean, and other Agile approaches. 21 PDUs/2.1 CEUs

# The Mathis Group, Inc.

Presentations That Educate, Motivate, and Inspire

1-800-224-3731

www.themathisgroup.com

www.pmexpertlive.com

www.trainthegov.com

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>PMI-ACP® Exam Prep Boot Camp</b><br><i>(onsite Boot Camp at your location; includes retesting fee)</i> | \$1,350.00              | 3 Day  | 14                   | 50                   |

**Course Description:** This three-day, fast paced boot camp prepares each participant with all the core competencies to pass the PMI-ACP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. In addition, this course is based upon the PMI®-recommended reference materials on Agile, Scrum, XP, Lean, and other Agile approaches. 21 PDU's/2.1 CEUs

**The Mathis Group PMI-ACP® Exam Guarantee:** In the unlikely event you do not pass the PMI-ACP® exam the first time, The Mathis Group will pay for your second attempt within 30 days. If you do not pass the PMI-ACP® exam the second time, we will pay for the third attempt within 30 days. If you do not pass the PMI-ACP® exam after three attempts, we will refund the balance of the seminar price to you! **\*Note:** The Mathis Group will pay the retake fee amount that is applied to PMI® members. The Mathis Group will not pay for any rescheduling fees assessed by PMI®.

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>PMI-ACP® Exam Prep Boot Camp</b><br><i>(attending one of The Mathis Group's public Boot Camps; includes retesting fee)</i> | \$1,450.00              | 3 Day  | 1                    | 50                   |

**Course Description:** This three-day, fast paced boot camp prepares each participant with all the core competencies to pass the PMI-ACP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. In addition, this course is based upon the PMI®-recommended reference materials on Agile, Scrum, XP, Lean, and other Agile approaches. 21 PDU's/2.1 CEUs

**The Mathis Group PMI-ACP® Exam Guarantee:** In the unlikely event you do not pass the PMI-ACP® exam the first time, The Mathis Group will pay for your second attempt within 30 days. If you do not pass the PMI-ACP® exam the second time, we will pay for the third attempt within 30 days. If you do not pass the PMI-ACP® exam after three attempts, we will refund the balance of the seminar price to you! **\*Note:** The Mathis Group will pay the retake fee amount that is applied to PMI® members. The Mathis Group will not pay for any rescheduling fees assessed by PMI®.

| Course Name                            | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Management Fundamentals</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Comprehensive Project Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This intensive two-day course focuses on ways employees can run projects faster and more effectively. This course recommends a six-phase process as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                         | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Mastering Project Management</b> | \$550.00                | 3 Day  | 14                   | 40                   |

**Course Description:** This intensive three-day course includes applicable hands-on activities and team exercises which will reinforce project management core competencies. This will provide the participants with the ability to move their project management knowledge and skill level higher with techniques to run projects faster and more effectively. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 19.5 PDUs/2.0 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Advanced Skills on Project Interviewing, Risk, and Negotiation</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course focuses on ways to use communication to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and provide insight to different communication styles. Participants will learn how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course also examines risk identification, risk communication, and risk planning. In addition, this course examines the strategies of successful negotiation throughout the project's life cycle. Attendees will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples of negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 15 PDUs/1.5 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Agile Project Management: Succeeding In A Project Filled With Uncertainty and Change</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Agile Project Management* officially began in 2001 and has become a popular project management approach. Examine the focus of energizing, empowering, and enabling project teams to provide customer value in a very efficient manner. Examine the value and process of actively involving the customer in the project. Explore the actions of responding to change in the project while focusing on delivering high customer value. 13 PDUs/1.3 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Business Analysis: The <i>BABOK®</i> Way</b><br><i>(BABOK® Guide is included)</i> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Business Analysis: The BABOK® Way* is a two-day course which provides foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. The course aligns with *A Guide to Business Analysis Body of Knowledge (BABOK®), 2nd edition*. 14 PDUs/1.4 CEUs

| Course Name                           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Business Analysis Fundamentals</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Business Analysis Fundamentals* is a two-day course which will provide foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. The course content was developed using *A Guide to Business Analysis Body of Knowledge (BABOK®)*, 3rd edition (IIBA), *Business Analysis for Practitioners (PMI)*, and other top Business Analysis resources. 14 PDUs/1.4 CEUs

| Course Name                | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|----------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Conflict Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways to reduce professional or personal conflict. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will receive clear steps of action for getting to the root of the conflict. Ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. 6.5 PDUs/0.7 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Creating a Successful Project Business Case</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This intensive one-day course will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Creating a Successful Project Business Case</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This intensive two-day course will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Creating an Optimistic Project Management Environment</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course participants will examine how having an optimistic environment will impact employee production. They will analyze what causes workplace negativity, examine the impact, and discover how to cultivate optimism. Students will examine how loyalty, trust, and laughter affect the workplace. Students will also discuss how to manage multiple generations. 6.5 PDU/0.70 CEUs

| Course Name                             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Creating an Optimistic Workplace</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course participants will learn ways to turn around negative situations in the workplace. They will outline new strategies to take action quickly, examine why negative situations ripple into every area of the organization, and create approaches which will turn a negative situation into an optimistic workforce. 6.5 PDU/0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Creating Project Estimates in a Fixed Environment</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course, participants focus on successful ways to estimate project resources and gain skills which allow them to create a realistic project estimate. Organizations struggle with projects due to ineffective estimates. Many people believe there is no need to create an estimate if the budget and time table are being dictated. This course ensures the ability to detail the estimates by using a variety of estimating techniques and discusses the confidence of those estimates. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDU/0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Dealing with Conflict &amp; Negativity in a Project Management Environment</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways to reduce professional or personal conflict and negativity. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around. They will receive clear steps of action for getting to the root of the conflict. Attendees will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that will reduce stress. 6.5 PDU/0.7 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Dealing with Conflict &amp; Negativity in a Project Management Environment</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This intensive two-day course will focus on ways to reduce professional or personal conflict and negativity. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn around negative situations in the workplace. They will receive clear steps of action for getting to the root of the conflict. Attendees will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. They will create approaches which will turn a negative situation into an optimistic workforce.

14 PDUs/1.4 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Mastering the Interview and Gathering of Project Requirements</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on ways to gather detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze the information and expedite the desired goals, objectives, and outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed and measureable and needed for project success. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 14 PDUs/1.4 CEUs

| Course Name                          | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Microsoft Project 2013 Basics</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will focus on helping individuals who use Microsoft Office Project Professional 2013. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan. 6.5 PDUs/0.70 CEUs



| Course Name                                | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Microsoft Project 2013 Intermediate</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will build upon the skills learned in the *Microsoft Project 2013 Basic* course. This course will go beyond simply preparing a project plan to looking at the skills needed to use Microsoft Project during the Project Implementation phase. At the end of this course, students will be able to manage straightforward projects through the proper assignment of tasks and resources and be able to track progress and report on a project. 6.5 PDUs/0.70 CEUs

| Course Name                            | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Microsoft Project 2013 Advanced</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will build upon the skills learned in the *Microsoft Project 2013 Intermediate* course. This course will demonstrate advanced features of the application, including emphasis on customization of the application itself. At the end of this course, students will be able to exchange project plan data with other applications, customize elements, automate activities in MS Project with macros and reuse project plan information. 6.5 PDUs/0.70 CEUs

| Course Name                          | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Microsoft Project 2016 Basics</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will focus on helping individuals who use Microsoft Office Project Professional 2016. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan. 6.5 PDUs/0.70 CEUs

| Course Name                                | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Microsoft Project 2016 Intermediate</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will build upon the skills learned in the *Microsoft Project 2016 Basic* course. This course will go beyond simply preparing a project plan to looking at the skills needed to use Microsoft Project during the Project Implementation phase. At the end of this course, students will be able to manage straightforward projects through the proper assignment of tasks and resources and be able to track progress and report on a project. 6.5 PDUs/0.70 CEUs

| Course Name                            | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Microsoft Project 2016 Advanced</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will build upon the skills learned in the Microsoft Project 2016 Intermediate course. This course will demonstrate advanced features of the application, including emphasis on customization of the application itself. At the end of this course, students will be able to exchange project plan data with other applications, customize elements, automate activities in Project with macros and reuse project plan information. 6.5 PDUs/0.70 CEUs

| Course Name                   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Performace Improvement</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course is designed to teach skills which are vital for improving quality in the workplace. This course will focus on strong project management skills, clearly defined team functions, and pointed communication necessary to drive quality throughout the organization. Participants will learn how to facilitate and implement quality initiatives, monitor the collection of data, and explore planning and monitoring of quality projects. 13 PDUs/1.3 CEUs

| Course Name                  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>PMBOK® Guide Overview</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course gives students an overview of the *Project Management Body of Knowledge (PMBOK® Guide)*. Students will learn the five knowledge areas and key process groups within each. 6.5 PDUs/0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Proactive Communication and Interview Skills for Gathering Business Requirements</b> | \$400.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways to use communication as a way to gather detailed information from the customer, analyze the information, and expedite the outcomes desired by the customer. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight to different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Program Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Program Management* is a two-day class designed to offer direction in managing a number of projects under a common umbrella. These projects will often run within the same timeframe, using the same resources. An effective program manager is able to see an overview of the whole picture while still attending to the individual pieces. 13 PDUs/1.3 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Change Management: How To Implement, Track, and Control Project Changes</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day seminar will show students how to implement, track, and control changes to the project. This seminar will focus on ways to reduce the uncertainty of project changes. Students will learn how to analyze each change while developing processes, tools and techniques which can be used immediately. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Change Management: A Systematic Approach To Controlling Project Changes</b> | \$550.00                | 3 Day  | 14                   | 40                   |

**Course Description:** This three-day seminar will show students how to implement, track, and control changes to the project. This seminar will focus on the examination of the change control board, procedures which will guide configuration management, and ways to negotiate changes with the customer. Students will learn how to protect the change management process while pleasing the customer. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 19.5 PDUs/2.0 CEUs

| Course Name                             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Project Communication Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.7 CEUs

| Course Name                             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Project Communication Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Cost Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Human Resource Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course, participants will focus on the area of human resources in a project. This area includes the processes that organize, manage, and lead the project team. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Human Resource Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on planning for human resource needs. It is filled with behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This course will also include issues such as conflict. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Integration Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways employees can run projects faster and more effectively. This course will teach participants how to successfully create, monitor, and guide the project's scope and critical path and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Integration Management</b> | \$550.00                | 3 Day  | 14                   | 40                   |

**Course Description:** This three-day course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path and how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. Lastly, this course will examine the entire process of project planning and how to create successful practices in the future. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 19.5 PDUs/2.0 CEUs

| Course Name                        | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Management Concepts</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will provide an overview of the project management concepts and how they function within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                        | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Management Concepts</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will provide an overview of the project management concepts and how they function within the organizational environment. It will include applicable hands-on activities and team exercises. Participants will learn tools and techniques which will help them run their projects faster and more effectively. This course will follow the Project Management Institute's process groups and knowledge areas of the *PMBOK® Guide*. 14 PDUs/1.4 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Management Mistakes and How to Avoid Them for Project Success</b>   | \$400.00                | 2 Day  | 14                   | 40                   |
| <b>Course Description:</b> This course will explore 14 common project management mistakes made during the life cycle of a project. Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the <i>PMBOK® Guide</i> . Each student will receive a copy of the book, <i>21 Deadly Project Management Mistakes</i> by Dr. Keith Mathis. 13 PDUs/1.3 CEUs |                         |        |                      |                      |

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Management Mistakes and How to Avoid Them for Project Success</b>   | \$550.00                | 3 Day  | 14                   | 40                   |
| <b>Course Description:</b> This course will explore 21 common project management mistakes made during the life cycle of a project. Mistakes are identified; solutions are developed and applied so that these mistakes are manageable or avoided all together. This course will follow the Project Management Institute's process groups and knowledge areas of the <i>PMBOK® Guide</i> . Each student will receive a copy of the book, <i>21 Deadly Project Management Mistakes</i> by Dr. Keith Mathis. 19.5 PDUs/2.0 CEUs |                         |        |                      |                      |

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Management Office (PMO): Creating a Center of Excellence for Efficient Project Delivery</b>   | \$550.00                | 3 Day  | 14                   | 40                   |
| <b>Course Description:</b> This three-day course will give each participant an in-depth opportunity to engage in a complete examination of the breadth of the Project Management Office. Participants will examine the role, purpose, and different models used, as well as how an organization would approach establishing a PMO. Participants will learn best practices for establishing, managing, and successfully leading toward project excellence with a PMO. We will discuss methodologies for the PMO that will allow students to understand and implement project management core competencies across the organization. 19.5 PDUs/2.0 CEUs |                         |        |                      |                      |

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Project Monitoring, Evaluation and Oversight</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will examine how to establish processes and evaluation techniques for auditing project solutions. Students will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Students will discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course will also focus on establishing process improvements in the maintaining of oversight procedures. Students will be able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze, and optimize project performance. We will explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Performance Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on developing strategies for tracking performance in project teams. Participants will examine issues such as benchmarking performance and establishing a gap between desired project performance and preferred performance. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Procurement Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is structured to lay the proper foundation for procurement principles and processes. The emphasis of this program is to help teams or individuals learn how to function in the procurement world in day-to-day operations. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Project Quality Assurance Monitoring and Auditing</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** In this two-day course, participants will focus on issues such as how to maintain quality by using audits and evaluations for monitoring purposes. Quality theories taught by Drs. Deming and Juran will be included as foundations for implementing new quality initiatives. In addition, several types of project audits will be explored as a means of controlling the project with more efficiency. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                       | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-----------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Quality Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course, participants will focus on how to deliver the level of quality that is required by the customer and how to keep continuous improvement throughout the project. In addition, this course will also expose participants to various project quality tools and teach them how to use those tools in a project setting. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                       | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-----------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Quality Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** In this two-day course, participants will focus on additional planning of the project while examining issues such as how to keep continuous improvement, symptoms of quality concerns, and how to maintain quality throughout the project. In addition, participants will study techniques and theories taught by Drs. Deming and Juran as foundations for implementing new quality plans. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Risk Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will teach participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Risk Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will teach participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs



| Course Name                             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Project Risk Management Advanced</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Project Risk Management Advanced* is a two-day course which will review the basic concepts of project risk and project risk management and then dig deeper into identifying risks and strategizing solutions for those risks. Participants will explore tools and techniques for collecting, analyzing, implementing, and monitoring data and the responses to combat risk. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 14 PDUs/1.4 CEUs

| Course Name               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Scheduling</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Project Scheduling* is a two-day course which will review the basic concepts of the project management process with the emphasis content being on the planning and scheduling process. Participants will explore the Schedule Development Process as diagrammed by Project Management Institute. Areas include creating a WBS, defining activities, creating a network diagram, estimating activity durations and resources, developing the schedule, and creating a baseline. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 14 PDUs/1.4 CEUs

| Course Name                     | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Scope Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course will also include project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                     | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Scope Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** In this two-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course also includes project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Stakeholder Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This course will explore project stakeholder management. Participants will identify the stakeholder management processes and explore tools and techniques for the successful implementation of each process. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Time Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will take into account ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Project Time Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will take into account ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Role &amp; Responsibility of a Business Analyst in an Agile Environment</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** Agile Project Management officially began in 2001 and has become a popular project management approach. This course will focus on how to interact with the customer in an agile framework to show value. The Business Analyst must use specific skills to actively involve the customer in delivering features and functionality throughout each iteration of the project. This presentation will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project. 6.5 PDUs/0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Successful Negotiation in a Project Management Environment</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This highly interactive two-day course will examine the strategies of successful negotiation throughout the project's life cycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples in negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Use Case Modeling</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This hands-on, interactive two-day course will help participants examine the fundamentals of Use Case Modeling and its application for gathering requirements in the project life cycle. This course will present extensive, iterative Use Case Modeling methodology, including identification, development, and implementation. Students will participate in Use Case processes, examine the importance/impact of Use Cases, and gain the skills necessary to utilize Use Case Modeling effectively as a requirements gathering tool. 13 PDUs/1.3 CEUs

| Course Name              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Vendor Management</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will give foundational skills to workers who are overseeing contractors. Participants will learn ways to hold contractors accountable to the terms and conditions of the contract. Students will improve knowledge and competencies of staff in vendor management, increase tools in dealing with low performance vendors and remedy the lack of performance, and understand the need to document specific events when a vendor does not comply with contract. Participants will also discover why and how building relationships with a vendor can payoff throughout the management of the contract. 6.5 PDUs/0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Vendor Management: Managing, Monitoring and Controlling Vendor Relationships</b> | \$550.00                | 3 Day  | 14                   | 40                   |

**Course Description:** This three-day course will provide detailed instruction in areas such as pre-solicitation, solicitation, and award of a contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course will focus on ways to select, monitor, and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses.  
19.5 PDUs/2.0 CEUs

| Course Name  | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|--|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 90 Hour Intensive - Part 1 Initiating, Planning, Integrating and Staffing</b><br><i>(all three PM 90 sections must be taken consecutively)</i> | \$1,800.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 1 of 3 part series:** Participants will begin their journey into project management concepts, theories, and foundational processes. The focus in this course will be on scheduling, creating a work breakdown structure, and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This is the foundational course specifically designed to align with Project Management Institute's knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual. 30 PDUs/3.0 CEUs

| Course Name   | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|---|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 90 Hour Intensive - Part 2 Budgeting, Quality, Change, Risk and Start-Up</b><br><i>(all three PM 90 sections must be taken consecutively)</i> | \$1,800.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 2 of 3 part series:** Participants will focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase II, when planning the budget, quality and risk are aligned with Project Management Institute’s knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual. 30 PDU/3.0 CEUs

| Course Name  | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|--|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 90 Hour Intensive - Part 3 Project Execution, Monitoring and Close Down</b><br><i>(all three PM 90 sections must be taken consecutively)</i> | \$1,800.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 3 of 3 part series:** Participants will focus on monitoring and executing the project while moving into the close down phase of the project. Additional focus will be on delivering quality customer service and value, regardless of if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase III is aligned with Project Management Institute’s knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content, as well as best practices which will be taught from the Best Practice Manual. 30 PDU/3.0 CEUs

| Course Name  | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|--|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 120 Hour Intensive – Part 1 Initiating and Planning</b><br><i>(all four PM 120 sections must be taken consecutively)</i> | \$2,350.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 1 of 4 part series:** Participants will begin their journey into project management concepts, theories, and foundational processes. This is the first of four courses specifically designed to align with Project Management Institute’s knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices which will be taught from the best practices. 30 PDU/3.0 CEUs

| Course Name   | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|---|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 120 Hour Intensive – Part 2</b><br><b>Planning, Staffing, and Start Up</b><br><i>(all four PM 120 sections must be taken consecutively)</i> | \$2,350.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 2 of 4 part series:** Participants will focus on how to conduct the initiating and planning phase of the project. This course will focus on scheduling, creating a work breakdown structure, and planning for human resource needs. In planning for human resource needs, participants will study behavioral skills that will help motivate, equip, and keep project team members accountable and on task. This section is aligned with Project Management Institute’s knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices. 30 PDUs/3.0 CEUs

| Course Name   | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|---|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 120 Hour Intensive – Part 3</b><br><b>Budgeting, Quality, and Risk</b><br><i>(all four PM 120 sections must be taken consecutively)</i> | \$2,350.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 3 of 4 part series:** Participants will focus on additional planning of the project while examining issues such as risk, budgeting, and how to maintain quality throughout the project. Specifically, this course will focus on conducting risk analysis, problem solving, handling conflict, and maintaining quality throughout the entire project. In Phase III, when planning the budget, quality and risk are aligned with Project Management Institute’s knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices. 30 PDUs/3.0 CEUs

| Course Name  | Course Price Per Person | Length  | Minimum Participants | Maximum Participants |
|--|-------------------------|---------|----------------------|----------------------|
| <b>Project Management 120 Hour Intensive – Part 4<br/>Project Execution, Monitoring, and Close Down</b><br><i>(all four PM 120 sections must be taken consecutively)</i> | \$2,350.00              | 4.5 Day | 14                   | 40                   |

**Course Description: Part 4 of 4 part series:** Participants will focus on monitoring and executing the project while moving into the close down phase of the project. Additional focus will be on problem solving and delivering quality customer service and value, regardless of if the customer is internal or external. Participants will discuss and participate in analysis of measuring the individual performance of team members. This section also focuses on how to properly hand the project off to the customer for effective transition. Phase IV is aligned with Project Management Institute’s knowledge areas of the *PMBOK® Guide*. Each course will utilize both new content as well as best practices. 30 PDUs/3.0 CEUs

## **Online Project Management Courses**

| Course Name                     | Course Price | Length     | Minimum Participants | Maximum Participants |
|---------------------------------|--------------|------------|----------------------|----------------------|
| <b>PMP® Exam Prep Boot Camp</b> | \$485.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This fast paced boot camp prepares each participant with all the core competencies to pass the PMP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. Also, learn methodologies for taking national tests. This course will follow Project Management Institute’s knowledge areas of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.  
35 PDUs/3.5 CEUs

**The Mathis Group PMP® Exam Guarantee:** In the unlikely event you do not pass the PMP® exam the first time, you will be able to review the course for 30 days and retake the exam. If you do not pass the PMP® the second time, you will have an additional 30 days to review the course and take the exam. If you do not pass the exam after the third attempt, The Mathis Group will refund the \$485 cost of the course.

| Course Name                         | Course Price | Length     | Minimum Participants | Maximum Participants |
|-------------------------------------|--------------|------------|----------------------|----------------------|
| <b>PMI-ACP® Exam Prep Boot Camp</b> | \$390.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This boot camp prepares each participant with all the core competencies to pass the PMI-ACP® the first time. We teach you the terms, processes and skills to pass the course with minimal post course study. In addition, this course is based upon the PMI®-recommended reference materials on Agile, Scrum, XP, Lean, and other Agile approaches. 21 PDUs/2.1 CEUs

**The Mathis Group PMI-ACP® Exam Guarantee:** In the unlikely event you do not pass the PMI-ACP® exam the first time, you will be able to review the course for 30 days and retake the exam. If you do not pass the PMI-ACP® the second time, you will have an additional 30 days to review the course and take the exam. If you do not pass the exam after the third attempt, The Mathis Group will refund the \$390 cost of the course.

| Course Name  | Course Price | Length     | Minimum Participants | Maximum Participants |
|--|--------------|------------|----------------------|----------------------|
| <b>Creating a Successful Project Business Case</b> | \$190.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This online course will focus on the business case. Students will learn what a business case is, what it includes, why it is necessary for successful project management, and how to develop one for every project. Students will also learn how to conduct a business case review to ensure the project’s success. This course will follow one or more of Project Management Institute’s knowledge areas of the *PMBOK® Guide*.  
13 PDUs /1.3 CEUs



| Course Name   | Course Price | Length     | Minimum Participants | Maximum Participants |
|---|--------------|------------|----------------------|----------------------|
| <b>Dealing with Conflict &amp; Negativity in a Project Management Environment</b> | \$190.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will focus on ways to reduce professional or personal conflict and negativity. Students will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will learn how to turn negative situations around in the workplace. They will receive clear steps of action for getting to the root of the conflict. Students will examine why negative situations ripple into every area of the organization. They will discover ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. They will create approaches which will turn a negative situation into an optimistic workforce. 14 PDUs/1.4 CEUs

| Course Name                          | Course Price | Length     | Minimum Participants | Maximum Participants |
|--------------------------------------|--------------|------------|----------------------|----------------------|
| <b>Microsoft Project 2007 Basics</b> | \$90.00      | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will focus on helping individuals who use Microsoft Office Project Professional 2007. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan. 6.5 PDUs/0.70 CEUs

| Course Name                                | Course Price | Length     | Minimum Participants | Maximum Participants |
|--|--------------|------------|----------------------|----------------------|
| <b>Microsoft Project 2007 Intermediate</b> | \$90.00      | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will build upon the basic skills students learned in the Microsoft Project 2007 Basics course. This course will go beyond simply preparing a Project Plan and actually look at the skills needed to use Microsoft Project during the Project Implementation phase. By the end of this course, students will be able to exchange project plan data with other software applications, update current and past project plans, produce custom reports in a variety of Medias, and reuse project plan information in other current or future projects. 6.5 PDUs/0.70 CEUs

| Course Name                             | Course Price | Length     | Minimum Participants | Maximum Participants |
|---|--------------|------------|----------------------|----------------------|
| <b>Project Communication Management</b> | \$190.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner as well as proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                    | Course Price | Length     | Minimum Participants | Maximum Participants |
|--------------------------------|--------------|------------|----------------------|----------------------|
| <b>Project Cost Management</b> | \$90.00      | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name                            | Course Price | Length     | Minimum Participants | Maximum Participants |
|--|--------------|------------|----------------------|----------------------|
| <b>Project Management Fundamentals</b> | \$90.00      | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will focus on ways employees can run projects faster and more effectively. This course will recommend a six-phase process, as well as numerous preventative actions to efficiently speed up a project. Participants will learn how to successfully create, monitor, and guide the project's scope and critical path, as well as how to manage multiple projects. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. This course will follow the Project Management Institute's knowledge areas of the *PMBOK® Guide*. 6.5 PDUs/0.70 CEUs

| Course Name   | Course Price | Length     | Minimum Participants | Maximum Participants |
|---|--------------|------------|----------------------|----------------------|
| <b>Project Monitoring, Evaluation and Oversight</b> | \$190.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will examine how to establish processes and evaluation techniques for auditing project solutions. Students will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Students will discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course will also focus on establishing process improvements in the maintaining of oversight procedures. Students will be able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze, and optimize project performance. We will explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDU's/1.3 CEUs

| Course Name  | Course Price | Length     | Minimum Participants | Maximum Participants |
|--|--------------|------------|----------------------|----------------------|
| <b>Project Planning and Program Control Processes - Part 1</b> | \$390.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will present the fundamentals of the technologies to manage projects. New and innovative principles of project planning and program control will be taught using practical application scenarios. This course will begin at an introductory level and work up through the disciplines and processes used to build proper project models. The Mathis Group is excited to enter into a partnering relationship for this course with Dennis Busch, founder of Project Management Technologies, Inc. 25 PDU's/2.5 CEUs

| Course Name  | Course Price | Length     | Minimum Participants | Maximum Participants |
|--|--------------|------------|----------------------|----------------------|
| <b>Project Planning and Program Control Processes - Part 2</b> | \$390.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will build on the fundamental principles taught in *Project Planning & Program Control Processes Part 1*. It will include new and innovative principles of project planning and program control taught using practical application problems. It will cover essential areas of resource planning, schedule reconciliation, and how to status and manage a project through program control methodology. The Mathis Group is excited to enter into a partnering relationship for this course with Dennis Busch, founder of Project Management Technologies, Inc. 25 PDU's/2.5 CEUs

| Course Name  | Course Price | Length     | Minimum Participants | Maximum Participants |
|--|--------------|------------|----------------------|----------------------|
| <b>Project Quality Assurance, Monitoring, and Auditing</b> | \$190.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** In this course, participants will focus on issues such as how to maintain quality by using audits and evaluations for monitoring purposes. Quality theories taught by Drs. Deming and Juran will be included as foundations for implementing new quality initiatives. In addition, several types of project audits will be explored as a means of controlling the project with more efficiency. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUs

| Course Name                    | Course Price | Length     | Minimum Participants | Maximum Participants |
|--------------------------------|--------------|------------|----------------------|----------------------|
| <b>Project Risk Management</b> | \$190.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will teach participants how to examine and measure objectives within cost, schedule, and cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication, and risk planning. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*. 13 PDUs/1.3 CEUS

| Course Name              | Course Price | Length     | Minimum Participants | Maximum Participants |
|--------------------------|--------------|------------|----------------------|----------------------|
| <b>Vendor Management</b> | \$275.00     | Self-Paced | N/A                  | N/A                  |

**Course Description:** This course will provide detailed instruction in areas such as pre-solicitation, solicitation, and award of a contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course will focus on ways to select, monitor, and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses. 19.5 PDUs/2.0 CEUs

## **Professional Development Training Courses**

| Course Name                               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>21<sup>st</sup> Century Consulting</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is designed to teach core consulting competencies with individuals who are giving customers advice and helping them solve problems. *21st Century Consulting* can be used by internal consultants or external independent consultants. This seminar teaches the approaches for discovering real life solutions that work with consulting. In addition, this course focuses on how to build, keep, and advance the customer relationship while building long-term trust. 0.70 CEUs

| Course Name                  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Advanced Sales Skills</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is designed for sales professionals who already have foundational sales skills. This course will focus on using those foundational skills in a new way with additional techniques for higher close rates. Students will learn how to build a sales model full of return sales and repeat business, examine the psychology of selling, and ways to increase your own personal magnetism. This course will focus on behavior and performance skills that will make positive changes and create higher results. 0.70 CEUs

| Course Name                   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Advanced Team Building</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will refresh the fundamentals of team building and will then build upon it with additional skills. This course will focus on skills used to run teams smoothly and more effectively. Team leaders or perspective team leaders and managers should be part of this course. 1.3 CEUs

| Course Name                            | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Balanced Scorecard Fundamentals</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This introductory, one-day course will teach the Balanced Scorecard philosophy developed by Robert Kaplan and David Norton. This seminar will give the fundamentals of the Balanced Scorecard and how to apply it. This seminar will create ways for participants to translate vision and mission into detailed, workable objectives.

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Business Writing: Putting Your Thoughts on Paper</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is designed for those who desire to improve their writing and/or editing skills. Its goal is to enhance the participant's writing skills through lectures, modeling, peer tutoring, and several short written assignments and editing exercises. 0.70 CEUs

| Course Name                                  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Coaching and Counseling Professionals</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will give each participant basic skills for increasing performance and reducing behavioral concerns through coaching and counseling. This course will include practical, focused techniques to increase productivity of staff as well as real world advice for changing behaviors. Skills such as equipping, nurturing, and confronting will be examined with numerous examples for application. 0.70 CEUs

| Course Name                               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Coaching, Counseling and Mentoring</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will give each participant the skills to increase performance and reduce behavioral concerns through coaching and counseling. This course will include practical, focused techniques to increase productivity of staff, as well as real world advice for changing behaviors. Skills such as equipping, nurturing, and confronting will be examined with numerous examples for application. Participants will be able to identify the coaching methods and understand numerous ways to approach a person for the purpose of turning around the employee. 1.3 CEUs

| Course Name                          | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Comprehensive Team Leadership</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day seminar will focus on developing comprehensive skills with each team member, by creating numerous scenarios or problems which affect teams. Participants will take part in group interaction as a heavy component for each segment by exploring how to fix the problem within the culture of the organization. This course will also explore ideas such as how to reproduce team building skills within each person, needs for training others, and how to share information among peers. 0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Conducting Effective Performance Appraisals</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will give each participant the skills to increase performance and reduce behavioral concerns through conducting performance appraisals. Techniques on confronting employees and developing an action plan to change behavior are included. The course has numerous examples and hands-on application to make sure participants are walking out with desired core competencies. At the end of the course, the participant will be able to identify coaching methods and understand numerous ways to approach a worker for the purpose of turning them around. The participant will also learn ways to document performance and behaviors which can be used as leverage with the employee and justification for the performance evaluation. 0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Conducting Effective Performance Appraisals</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will give each participant the skills to increase performance and reduce behavioral concerns through conducting performance appraisals. Techniques on confronting employees and developing an action plan to change behavior are included. This course has numerous examples and hands-on applications to ensure participants are walking out with the desired core competencies. At the end of the course, the participant will be able to identify coaching methods and understand numerous ways to approach a worker for the purpose of turning them around. The participant will also learn ways to document performance and behaviors which can be used as leverage with the employee and justification for the performance evaluation. 1.3 CEUs

| Course Name                | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|----------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Conflict Management</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on ways to reduce professional and personal conflict. Participants will gain insight into ways to acquire control of volatile situations and prevent conflict from escalating. They will receive clear steps of action for getting to the root of the conflict while using strong communication and listening skills. In addition, they will learn ways to facilitate bad situations, methods for gaining consensus, and negotiation techniques. This course supports Lombardo Core Competency number 12 on Conflict Management. 1.3 CEUs

| Course Name                       | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-----------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Confronting Direct Reports</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will give each participant the skills to confront direct reports while keeping control of the conversation. You will explore numerous behavioral experiences—from basic push backs to strong opposition. Techniques on confronting and developing an action plan to change behavior are included, as well as activities on progressive confrontation which supports policy/procedures and contracts. This course has numerous examples and hands-on cases to ensure participants are walking out with the desired core competencies. This course supports the Lombardo Core Competencies number 13. 1.3 CEUs

| Course Name                        | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Consultative Selling Skills</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will give participants the skills to increase their sales. Techniques on listening, building strong relationships, and closing skills are specially designed for the consultative style. The course will focus on areas for capturing key customers while discovering customer's buying habits and desires. This course will also give approaches a sales professional can use to lead the client or customer through the buying process in the least offensive way. 0.70 CEUs

| Course Name                                 | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Creating a Positive Work Environment</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** In this one-day course participants will learn ways to turn around negative situations in the workplace. They will outline new strategies to take action quickly, examine why negative situations ripple into every area of the organization, and create approaches which will turn a negative situation into an optimistic workforce. 0.70 CEUs

| Course Name                             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Creating Superior Customer Value</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on how to create value for your customer base whether you are in the product or service industry. This seminar concentrates on the practical way of searching out the areas that affect customers the most in meeting and exceeding expectations. Special attention is given in examining ways to be customer focused and detailing the process for shifting your organization to a more value orientation. Issues such as quality, price, customer service, follow-up, and customer bonding and retention are all included. 0.70 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Delivering Customership</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will examine the customer service process. It will teach each participant ways to impact the customer with higher quality service. This course will focus on shifting the customer from complainer to word-of-mouth advertiser. Participants will learn how to handle agitated customers in a quality manner and how to reduce potential problems. They will learn techniques that communicate a caring attitude, as well as change customers' perceptions of the service they are receiving. This course will present best practices in customer service companies. 1.3 CEUs

| Course Name                                 | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Delivering Superior Customer Service</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is designed to teach the skills needed to impact customers with higher quality service. This course will focus on the behavioral side of customer service. Participants will learn how to handle agitated customers in a quality manner and reduce potential problems. Participants will learn techniques that communicate a caring attitude, as well as change the customer's perception of the service being received. 0.70 CEUs



| Course Name             | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Directing Others</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Directing Others* is a two-day course filled with behavioral skills that will help motivate, educate, and equip others. This course will discuss positive ways to bring out the best in people and specific planning techniques which will assist in a stronger schedule of work. There are numerous interactive activities and cases within this course to allow participants to interject real life situations. Attendees will leave with tricks of the trade that can only be learned from years of experience. This course aligns with the Lombardo Core Competencies number 20. 1.3 CEUs

| Course Name               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Driven for Results</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on developing strategies for analysis and pinpointing ways to impact performance and increase the results of each employee in a positive way. Participants will learn techniques for benchmarking performance and establishing a gap between desired and preferred performance. Attendees will explore how to attain a higher level of productivity in a shorter period of time. In addition, this course supports Lombardo Core Competency number 53. 1.3 CEUs

| Course Name                      | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|----------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Effective Problem Solving</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will give a step-by-step process for creating, solving, and implementing solutions to problems. This course will give input not only on processes, but also on ways to prevent failure and who should be on the Problem Solving Team. Each participant will understand numerous ways to brainstorm problems to come up with the best solution. 0.70 CEUs

| Course Name              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Empower or Perish</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will give practical techniques on how supervisors and managers can free up time and motivate staff through empowerment. It will focus on building responsibility and accountability by teaching workers how to make decisions and solve problems. Participants will analyze components for shifting the decision making from management to workers. 0.70 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Ethics in the Workplace</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways employees can make decisions and evaluate what is right, proper, and just. This course will deal with theory, as well as actions and behaviors that influence ethics in the workplace. Participants will learn how to successfully draw on their own ethics, moral standards, and beliefs, as well as how to respect the ethics of others while following organizational values that have been set. 0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>How to Increase Communication and Get the Message Across</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways to use communication as a way to inform and influence others. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight to different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed. 0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>How to Increase Communication and Get the Message Across</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on ways to use communication as a way to inform and influence others. Participants will understand how to focus a message and incorporate means to gain information using effective communication skills. This course will recommend ways of building stronger communication skills and will provide insight to different communication styles. Participants will learn new power by using certain words to impact the message and by asking questions that get noticed. 1.3 CEUs

| Course Name                                       | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Leadership:<br/>The Lost Art of Leadership</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** Tired of working with leaders who have no vision and are lying down on the job? This one-day course will give a step-by-step process for creating leaders who will keep the organization competitive. This course will give three distinct models for leading and creating future leaders throughout the organization. 0.70 CEUs

| Course Name           | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-----------------------|-------------------------|--------|----------------------|----------------------|
| <b>Marketingology</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will teach participants techniques for creating and attracting new customers, as well as getting past customers to repurchase. This course will begin with the fundamentals of marketing and go through each of the different media types to create a successful marketing campaign. Participants will discuss pricing, create their unique selling proposition, and examine copy which sells. 1.3 CEUs

| Course Name              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Motivating Others</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Motivating Others* is a two-day course that will focus on ways of motivating and leading all generations of workers. This course will discuss motivation plans and how to create them. Several motivational models will be presented, as well as motivational authors who have accomplished ground breaking impact into motivation both personally and professionally. This course will also examine motivation of different cultures and what affects or influences it. This course supports the Lombardo Core Competency number 36. 1.3 CEUs

| Course Name                 | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-----------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Negotiate Like a Pro</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will teach participants techniques for creating and achieving what they desire in negotiations. This course is designed for normal negotiations which go on between supplier, vendor, and customer. Participants will examine options for creating win-win situations, for handling the hard nose negotiator, and for reducing the possibility of being taken advantage of by opponents. This course is not designed to deal with labor or hostage issues. 0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Performance Management: The Art of Getting Maximum Performance From Every Worker</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on developing strategies for analysis and pinpointing ways to impact the performance of employees in a positive manner. Participants will learn techniques for benchmarking performance and establishing a gap between desired performance and preferred performance. In addition, participants will explore how to attain a higher level of productivity in a shorter period of time. 0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Present Like a Pro: Proven Techniques for Creating Presentations and Getting Results</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on proven techniques for creating powerful presentations. Participants will understand how to arrange material and build a presentation to guide the listeners in your direction. They will examine suggestions on where to get information to give credibility and learn the hidden secrets that make the difference between a good presentation and a fantastic one. This course will focus on core competencies for each participant. 0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Present Like a Pro: Proven Techniques for Creating Presentations and Getting Results</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on proven techniques for creating powerful presentations. Participants will understand how to arrange material and build a presentation to guide the listeners in your direction. They will examine suggestions on where to get information to give credibility and learn the hidden secrets that make the difference between a good presentation and a fantastic one. This course will focus on core competencies for each participant. Not only will the class learn the theory behind becoming a great presenter, but they will also conduct three brief presentations. To do this, the class will have a pre-class assignment and homework during the evening. This can be adjusted to fit the participants' needs or desired outcome of the course. 1.3 CEUs

| Course Name                      | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|----------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Purpose Driven Leadership</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course is designed to give skills to those in upper management. This program will focus on core skills that can be instantly applied in the upper manager's workplace. This course will focus on practical ways to equip and motivate your workers while coaching them toward a higher degree of competency. *Purpose Driven Leadership* is highly motivational and interactive, and participants will have the flexibility to ask questions and give personal examples. In addition, this course will focus on planning for successful delegation and how to support workers without having to step in and solve all their problems. 1.3 CEUs

| Course Name                         | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Retaining Customers for Life</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will teach participants skills for bonding with their customers and creating strategies for staying involved with them. This seminar will touch on customer acquisition, customer value, and customer service as some of the foundational processes which must be high functioning. This course also includes creative ways to keep communication open and be in touch with each customer. 0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Serving Internal Customers Through Outstanding Customer Service</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will examine the internal customer service process. Each participant will be taught ways to impact the internal customer with higher quality service. This course will focus on why one should deliver outstanding internal customer service and how it makes the organization run more effectively. Participants will learn how to determine who is in their customer service chain, and how to handle abusive techniques from others who are angry and intimidating. 0.70 CEUs

| Course Name                                     | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Strategic Planning: Dreaming a New Dream</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is a road map on ways executives can strategically align each department with the mission and vision of the organization. *Strategic Planning* will focus on creating and implementing plans that reinforce new goals and vision, as well as supporting goals which have been inherited. This course will identify a process with strong emphasis on the behaviors and performance needed to successfully fulfill the plan. 0.70 CEUs

| Course Name                                     | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Strategic Planning: Dreaming a New Dream</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course is a road map on ways executives can strategically align each department with the mission and vision of the organization. *Strategic Planning* will focus on creating and implementing plans that reinforce new goals and visions, as well as support goals which have been inherited. This course will identify a process with strong emphasis on the behaviors and performance needed to successfully fulfill the plan. Participants will learn how to break down the plan into bite size steps for faster implementation and delegation. 1.3 CEUs

| Course Name                               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Successfully Dealing With Conflict</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will focus on ways to reduce professional or personal conflict. Participants will gain insight into ways to acquire control of volatile situations and prevent anger from escalating. They will receive clear steps of action for getting to the root of the conflict. Ways to facilitate bad situations, techniques for gaining consensus, and simple confrontation techniques that reduce stress will all be examined. 0.70 CEUs

| Course Name                         | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|-------------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Successfully Handling Change</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will examine all the angles of change. Participants will learn approaches people take in handling change and ways to anticipate or forecast changes coming down the line. Each person will gain skills not only in looking at change from the perspective of the organization, but also what he/she can do to help implement that change. Attendees will gain insight into the components of change and will create a strategic plan in how to overcome hurdles due to the fear of change. 0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Successfully Managing People in the 21<sup>st</sup> Century</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** *Successfully Managing People* is a one-day course designed to give skills to those in supervision or management. The program is filled with behavioral skills that will help motivate, equip, and discipline the worker. Interactive pieces are placed within this course to allow the learner to interject real life situations. Those in attendance will leave with tricks of the trade that can only be learned after years of experience. 0.70 CEUs

| Course Name  | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--|-------------------------|--------|----------------------|----------------------|
| <b>Successfully Managing People in the 21<sup>st</sup> Century</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** *Successfully Managing People* is a two-day course designed to give skills to those in supervision or management. The program is filled with behavioral skills that will help motivate, equip, and discipline the worker. Interactive pieces are placed within this course to allow the learner to interject real life situations. Those in attendance will leave with tricks of the trade that can only be learned from years of experience. 1.3 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Successfully Managing People in the Technical Industry</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course is designed to give skills to those in supervision or management. The program is filled with behavioral skills that will help motivate, equip, and discipline the worker. Interactive pieces are placed within this course to allow the learner to interject real life situations. Those in attendance will leave with tricks of the trade that can only be learned after years of experience. 1.3 CEUs

| Course Name                                   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Time Management: Controlling Your Time</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is designed to help participants learn how to use their time wisely. It will use many proven techniques designed to help the participants assess their time management behaviors and explore ways to better manage their time while eliminating negative patterns such as procrastination and clutter. 0.70 CEUs

| Course Name              | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Team Building 101</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is a road map on teams and team building functions. This course will identify a process for successful team behaviors and performance and provide a clear understanding of team objectives, guidelines, and strategies. Participants will examine ways for communicating and discussing roles/ideas for team success. Participants will learn the fundamentals of team building and how to incorporate them within the organization. 0.70 CEUs

| Course Name   | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>Total Quality in the 21<sup>st</sup> Century</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course is designed to teach workers skills which are vital for quality in the workplace. This course will focus on team functions, rewards, and communication necessary to drive quality throughout the organization. Participants will learn how to facilitate and implement quality initiatives, monitor collection of data, and explore planning and monitoring quality projects. 0.70 CEUs

| Course Name                    | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|--------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Tough Minded Leadership</b> | \$215.00                | 1 Day  | 14                   | 40                   |

**Course Description:** This one-day course will teach leaders how to have a soft heart and tough skin. This course will focus on how to stop being a gutless, nice person who gets taken advantage of often. Participants will learn techniques that allow one to confront, hold others accountable, and lead in a tough way while maintaining the personal approach. 0.70 CEUs

| Course Name                      | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|----------------------------------|-------------------------|--------|----------------------|----------------------|
| <b>Tough Minded Facilitation</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will teach participants ways to increase communication, balance input and gain deeper understanding for important meetings. Participants will learn ways to control meetings and keep them on task, while remaining professional. They will gain insights into agenda preparation, documentation, brainstorming techniques, and consensus building. 1.3 CEUs

| Course Name                               | Course Price Per Person | Length | Minimum Participants | Maximum Participants |
|---|-------------------------|--------|----------------------|----------------------|
| <b>What Makes Your Organization Tick?</b> | \$400.00                | 2 Day  | 14                   | 40                   |

**Course Description:** This two-day course will focus on ways executives can analyze, develop, motivate, and lead their specific section in a strategic way. This course will examine culture and what impacts and influences it; morale and motivational issues; and conflict and people issues. Participants will learn how to successfully diagnose the issues in an organization and develop plans for making changes to move the organization in the direction of success. Participants will analyze ways to make their organizations more effective and efficient. 1.3 CEUs



**Workshops**

| <b>Course Name</b>  | <b>Course Price</b> | <b>Length</b> | <b>Minimum Participants</b> | <b>Maximum Participants</b> |
|---|---------------------|---------------|-----------------------------|-----------------------------|
| <b>Fast Start: Facilitative Workshop for Creating Best Practices for the Project Management Environment</b> | \$8,000.00          | 3 Day         | 14                          | 30                          |

**Course Description:** *Fast-Start: Facilitative Workshop for Creating Best Practices for The Project Management Environment* is an on-site three-day workshop. This is not a training course, but an instructor-led facilitation effort with your staff to create customized Project Management Best Practices for your organization, PMO or internal Project Center of Excellence.

*Fast Start: Facilitative Workshop* uses your staff to develop project management processes for your organization that are adjusted to your culture, management styles, organizational type and amount of controls desired by upper management. It allows your organization to have a blueprint of processes, which will give direction on building and shaping the project management culture and methodology for the future. Each process will not only focus on what your organization is doing now, but also on what you desire it to do in the future. Where do you want your project management methodology to drive your organizational projects?

*Fast Start: Facilitative Workshop* allows your staff to walk away with all major processes for successfully running project in your environment customized to your own culture and organization. 19.5PDUs/2.0 CEUs