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## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
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# Best Practices for the Multi-Project Manager

**Put the best concepts, tools and techniques available for multi-project management to work for you and your organization!**

Ace multiple-project assignments by balancing time and resources. This updated seminar provides you with examples of best practices within the profession. Learn how to develop a culture for consistent, standardized Multi-Project Management (MPM) practices, utilize proven metrics for MPM performance and implement innovative tools and techniques for successful completion of multiple projects.

## How You Will Benefit

- Align work and projects with the strategic direction of the organization
- Keep projects on track and on budget
- Set and maintain priorities
- Improve communication on all projects
- Increase your effectiveness and efficiency
- Determine your organization's ability to conduct additional projects

## What You Will Cover

### Projects and the Enterprise

- Describe the role projects play within the organization
- Demonstrate how projects act as change agents in the organization
- Identify techniques to prioritize projects effectively

### Project Resourcing

- Describe how to allocate the necessary resources to projects
- How to negotiate for the right resources to get your projects done
- Determine the ability of the organization to take on more projects
- Identify MPM tools and practices required for success
- The vital importance of utilization in the context of MPM
- How to effectively gain the resources your projects require
- Multitasking and its effect on project outcomes

### Standardizing the Approach to Project Communications

- Using a standard communication plan across all projects
- Running an effective meeting as a multi-project manager
- Characteristics of successful meetings

### Measuring Project Metrics

- Identify effective project reporting techniques
- How to reduce and streamline administrative work
- Characteristics of Key Performance Indicators (KPIs)
- Develop and Track KPIs to assess a project's "health"
- How to use dashboards and other tools to measure project success

### **Effectively Managing Stakeholders**

- How best to maintain project expectations
- Why stakeholder management is important
- The different types and roles of stakeholders
- Define the role of project communications planning
- Describe how changes to the project impacts stakeholder expectations

### **Summary: Achieving Best Practices in Multi-Project Management**

- Consistency in project management practices
- Cultural characteristics needed for MPM
- Organizational responsibility

## **Who Should Attend**

This seminar is designed for project managers who are working on multiple projects simultaneously and would like to learn tips and techniques to improve their effectiveness and efficiency.

### **Schedule**

- [2] days - \$2,195 Non Members
- [2] days - \$1,995 AMA Members
- [2] days - \$1,889 GSA

### **Credits**

12 PDU\_L/12 PDU/1.2 CEU

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