

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

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?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/6523

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/1.2 CEU/12 PDU

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