

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/6548

Essentials of Project Management for the Nonproject Manager

Learn and apply basic elements of project management to your job to support project success.

To work together effectively on any project, everyone on the team needs to use a common language and have a clear understanding of all expectations. This unique project manager training seminar is designed for individuals with little or no prior knowledge of project management who serve on project management teams, those who simply want to know more about PM or those who are making the transition to project management. In just two days, you'll develop an understanding of essential terminology and apply basic PM tools and techniques to increase your effectiveness both on the team and in your own functional area.

How You Will Benefit

- Know the purpose and process of project management
- Understand the roles, responsibilities and needs of project team members
- Identify and apply critical project management tools
- Identify stakeholders, their relationships to each other and how these relationships affect projects
- Recognize stakeholder issues within the organization
- Identify and apply critical communication tools and protocols

What You Will Cover

- Key project management terms
- Five groups of the project management process
- Estimating project activity accurately
- Identifying and aligning the project stakeholders
- Evaluating the project charter
- Validating project requirements against the SMART Tool
- Understanding and creating the Work Breakdown Structure (WBS)

Who Should Attend

Those who are involved in projects but do not manage them, such as subject matter experts, team members, project sponsors, contributors, facilitators and coordinators.

AMM 2011-11-11

AMA Blended Learning

Schedule

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

Credits

1.2 CEU/14 CPE

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