

Project Management for Administrative Professionals

Learning Objectives

- Plan and Control Projects of Any Size Using the Proven Techniques of Successful Project Management
- Focus on Results and Meet Project Objectives and Timetables
- Organize and Track All Project Resources to Maximize Productivity
- Report Progress of Plans to the Satisfaction of Management
- Solve Problems as They Arise and Anticipate Problems Using Simple and Effective Problem-Solving Tools
- Manage Time While Juggling Multiple Projects and Ongoing Daily Responsibilities
- Learn to Use Influence and Clear Communication to Get Cooperation and Coordinate the Work of People Who Do Not Report to You
- Deal with Complexity and Conflicting Demands on Your Time and Talent
- Gain Confidence and Increase Your Responsibility By Validating Your Experience and Skills

What Is Project Management?

- Understand the Definition of “Project”
- Create Problem Statements
- Understand the Difference Between a Project and Ongoing Work
- Be Aware of the Variety of Projects Administrative Professionals Are Asked to Complete
- Understand the Roles and Responsibilities of a Project Manager
- Understand the Basic Project Life Cycle

How Do We Manage Projects?

- Plan and Control Projects
- Meet Project Objectives
- Organize and Track Resources
- Use Basic Project Management Tools

How Do We Work with Others Successfully?

- Use Influence Without Authority
- Recognize and Use Different Communication Styles
- Use Active Assertive Communication
- Communicate Effectively Across Organizational Boundaries
- Organize Effective Project Team Meetings

How Do We Meet Project Challenges?

- Solve Project Problems Effectively
- Avoid Disasters
- Learn from Every Project

How Do We Apply Project Management Knowledge and Plan for the Future?

- Apply Your Learning to New Projects
- Plan Your Progress More Effectively