Project Management Essentials
August 2–3, 2018  8:00 a.m. – 3:00 p.m.  $849
Led by: Ms. DeAnn Sullivan

As a project manager you understand the need for tools to help coordinate, plan, execute and complete projects on-time and on-budget. This program will give you hands-on experience and real-life applications for many of the widely recognized project management methods in business, including: work breakdown structure, network diagramming, critical path technique and Earned Value Management. Materials in this class are based on the Project Management Institute, Inc. (PMBOK® Guide) – Sixth Edition, Project Management Institute, Inc., 2017

Key process steps are practiced through team exercises, allowing students to understand how, when and why they should be used. This allows the project manager to create and manage a project plan more efficiently and effectively. You are sure to come away from this seminar better prepared to confidently manage projects from small to large using the most effective techniques available.

on track to learn...
• Overview and Framework*
• Getting Started*
• Managing Scope*
• Managing Schedule
• Managing Cost
• Managing Quality
• Managing Risk
• Procurement Management
• Project Communications
• Project Resource Management
• Integration
• Closing a Project

“Was overwhelmed with the complexity of Project Management. It was broken down into easy to understand concepts. It will be very beneficial for me going forward, wish I had known about it years ago. DeAnn is extremely knowledgeable and a dynamic presenter. She makes things understandable and enjoyable. I can see benefit to repeating this course after using it for awhile. As there is a lot to absorb for those of us that have not been exposed to Project Management before.”

Gregg L. Haas, Foley Equipment Co., Topeka, Ks

The Power of Critical Thinking
August 8, 2018  8:00 a.m. – 3:00 p.m.  $395
Led by: Brian Rawson, MBA

The increased speed of business combined with the complex flow of information makes today’s rapidly changing workplace a cluster of problems, options and decisions. Employees are moving into new roles inside the organization, often with limited direction and experience. It becomes critical that each time a decision is made and a problem is addressed, the right questions are asked, relevant information is gathered and a strong foundation of evaluation is applied. Organizations can’t survive in this economy with “seat of the pants’ thinking.

This seminar increases the participant’s awareness and understanding of critical thinking as applied to strategic decision making.

on track to learn...
• What is Critical Thinking?
• Concepts Used in Critical Thinking
• Overview of Tools Used in Critical Thinking
• Exercise in Critical Thinking
• Summary and Course “Take Aways”

Why is Critical Thinking the #1 skill of importance in today’s workplace?
Because when you think critically - you work smarter.

Managing Project Teams
August 9–10, 2018  8:00 a.m. – 3:00 p.m.  $849
Led by: Ms. Christina House, MBA, PMP, ACC

Keeping a project team on schedule and focused on goals is a necessary and challenging skill set. It becomes even more challenging when one does not have full authority over team members as often occurs in project teams. Participants in this program will learn practical, hands-on techniques for overcoming major “project team” dysfunctions while developing skill sets in team selection and formation, facilitating team meetings and effectively communicating within the team as well as with sponsors.

on track to learn...
• The Foundation of Project Teams
• Selecting and Bonding as a Project Team
• Overcoming the Five Dysfunctions of a Project Team
• Understanding Facilitation as a Project Team Leader
• Communication for Project Leadership
• Communication for Project Leadership

“The material was right on target with the challenges I face everyday in my position. I found value both in having a better understanding of team dynamics & ways to handle those dynamics, as well as the things I need to focus on as a facilitator.”

Shelby Chapman, Empria Bank, Wichita, Ks
**Leadership, Change, Creativity & Innovation**  
August 17, 2018 | 8:00 a.m. – 3:00 p.m.  
**S395**  
Led by: Brian Rawson, MBA  
Managers solve problems – or they don’t stay managers. An organization’s survival depends upon its ability to solve its customers’ problems. Your value in the marketplace is determined by your problem-solving ability. The unrelenting and dramatic changes in today’s world present problems and opportunities never before faced – by anyone. We should not expect success applying old solutions to new problems. More than ever before, creativity is required to be competitive. In this seminar, you will learn how to unleash your creativity. You will learn how to bring creativity out in others. You will learn how to implement those creative ideas and to become an astounding innovator.

**on track to learn...**  
• Creativity and Innovation Foundations  
• Creativity, Innovation and Strategy  
• Leadership and Creativity, Innovation, and Change

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**How to Be an Effective Manager**  
August 28 – 29, 2018 | 8:00 a.m. – 3:00 p.m.  
**S849**  
Led by: Dr. Gerald Graham  
This two day workshop is designed for individuals desiring to be more effective as a manager. We will explore and analyze the differences between effective and ineffective managers. To be successful, managers must become coaches who push exceptional performance by empowering employees rather than acting as referees to control employees.

**on track to learn...**  
• The Role of a Manager  
• How to Improve Communication and Coaching  
• Improving the Art of Delegation  
• The Role of Accountability

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**Business Ethics, Responsibility, and Compliance**  
August 21, 2018 | 8:00 a.m. – 3:00 p.m.  
**S395**  
Led by: Dr. John Perry  
We will explore personal and collective ethics in business and discuss what factors influence individuals’ and businesses’ ethics. We will consider the effects of businesses’ ethical decisions, and apply ethical principles to modern management issues. These issues include employment contracts, business alliances, consumer protection, advertising, corporate social responsibility, sustainability, and corporate culture. We will distinguish between legal compliance and ethical responsibilities.

**on track to learn...**  
• Ethics Definition  
• Ethical Principles in Business  
• Ethics and Markets  
• Ethical Issues in Businesses  
• Ethics and the Environment  
• Ethical Obligations on the Job

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**Improving Supervisory Skills**  
August 16, 2018 | 8:00 a.m. – 3:00 p.m.  
**S249**  
Led by: Dr. Gerald Graham  
Dr. Graham will coach you in analyzing the differences that can make you an effective or ineffective supervisor. You’ll gain practical insights into common supervision mistakes and solutions to put you on the road of successful leadership.

**on track to learn...**  
• What Does a Supervisor Do?  
• Establishing Objectives  
• Improving the Art of Delegation  
• Problems in Communication  
• What Motivates Employees?  
• Employee Discipline  
• Improving Leadership Ability

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**How to Criticize; How to Praise**  
August 14, 2018 | 8:00 a.m. – 3:00 p.m.  
**S249**  
Led by: Dr. John Belt  
A fundamental responsibility of all managers and supervisors is to give feedback to subordinates. Properly done, telling people how they are doing can be a powerful management tool. Unfortunately, most of us are not as effective as we should be in this important area. The purpose of this seminar is to show participants how to give and receive criticism and praise.

**on track to learn...**  
• Why Supervisors Don’t Praise  
• When Not to Praise  
• How to Praise Effectively  
• Criticism  
• Benefiting From Criticism  
• Destructive vs. Constructive Criticism  
• Criticizing Effectively

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**Register:** www.cmd.wichita.edu or 800-992-6345  
**GENERAL INFORMATION**  
**Location:** Seminars are held at the CMD Training Center, WSU Campus, Woodman Alumni Building, 4205 E. 21st Street, Wichita KS, unless otherwise noted. CMD offices are located in Room 009, Devlin Hall. WSU is a smoke-free campus.  
**Parking:** Refer to the CMD map for parking locations and regulations. Bring your car license tag number to class, and place the confirmation letter on your dash as a parking permit.  
**Check-in Time:** 7:30 a.m. to 7:55 a.m.  
**Seminar Fee Includes:** All training materials, Continuing Education Units (CEUs/PDUs/contact hours), credit towards a CMD Certificate, parking, refreshments and a delicious lunch.

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**For more information about all CMD programs go to:**  
www.cmd.wichita.edu  
**Phone:** 316-978-3118 or 1-800-992-6345  
**Fax:** 316-978-3962 or 1-877-240-2569  
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