Agile Project Management for Today’s Project Leader
February 5-6, 2019 | 8:00 a.m. – 3:00 p.m. | $899
Led by: Ms. Anita Barrett, PMP

If you want to learn the nitty-gritty of what to do, and what not to do, with change driven projects, this interactive, hands-on class will bring Agile project management to life for you. You will return to your workplace ready to fully contribute and improve your existing teams to provide better project deliverables fast for your company. The class material can be applied quickly for far reaching benefits on your projects, and processes and can be leveraged in a broad spectrum of functional areas and for employees of all levels of responsibility.

on track to learn...
• Determining the right approach for each project.
• Creating success criteria with multiple stakeholders.
• Working hands-on with the Agile concepts, understanding each step of a basic process.
• Building and communicating measures for steady progress and successful deliveries.
• Creating high performance Agile teams.
• Gathering and grouping deliverables into a successful sprint.
• Defining quality/benefits for Agile projects.
• Building an Agile mindset and learn how to transfer to others.

Powerful Business Writing Skills
February 12, 2019 | 8:00 a.m. – 3:00 p.m. | $279
Led by: Ms. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. However, effective business writing differs from other types of writing. Learn guidelines to increase positive results from every business letter, newsletter or report. Apply these techniques immediately to help you be more persuasive, cleaner, more powerful and more professional each time you put words on paper.

on track to learn...
• Write to Communicate
• Principles of Powerful Writing
• Organizational Strategies
• Writing Hints

Leadership & Communication Skills for Women
February 15, 2019 | 8:00 a.m. – 3:00 p.m. | $279
Led by: Ms. Esther Headley, MBA

This is a comprehensive course dealing with the unique challenges women confront in the organizational environment. The course offers practical leadership and communication techniques and proven strategies for success.

on track to learn...
• Women in management: Where did they come from? Where are they going?
• Leadership skills
• Communication – It’s not so much what you say
• Stress and the working woman

Project Management: Start Strong, Finish Strong
February 20 & 21, 2019 | 8:00 a.m. – 3:00 p.m. | $899
Led by: Ms. DeAnn Sullivan, PMP

It’s more than time, cost and quality; success must be defined from a strategic perspective. This can be especially important for complex projects where the final outcome may not be clear when the project begins. This highly interactive class will help project managers think strategically as they lead projects and facilitate the decisions of their project teams.

on track to learn...
• Review of the Fundamentals
• From vision to project
• Choosing the right tools and techniques
• Setting the team up for success
• Finishing Strong

The global workplace forces us to improve our communication skills. Communication in the form of emails, letters, reports, company brochures, presentation slides, case studies, sales materials, visual aids, social media updates, and other business documents.

Hone and refine your project knowledge, increasing the probability for quick, easy and successful completions.

All CMD Project Management Sessions are updated to the PMBOK® Guide 6th Edition
The 10 Biggest Mistakes Managers Make (and How to Avoid Them)
February 26, 2019  8:00 a.m. – 3:00 p.m.  $279
Led by: Dr. John Belt

In this seminar you will explore the 10 most common mistakes managers make and learn how to avoid making them in the future. You will gain an understanding of how these commonplace managerial actions are dysfunctional and practice more effective responses to these situations.

Handling people successfully is no “big secret.” You can do it if you follow some very simple rules:

on track to learn how to avoid these mistakes…

- Attempting to be fair by treating everyone the same way
- Losing your positive attitude and enthusiasm
- Concentrating on paperwork, not people
- Failing to establish exciting goals and a compelling vision
- Focusing on what is wrong rather than what is right
- Attempting to motivate employees with the wrong tools
- Talking to people rather than communicating with them
- Delegating improperly or not at all
- Managing like other managers manage
- Failing to focus on the future

“Everyone involved seemed very enthused about the subject matter. All involved also seemed interested in becoming a better manager, and a better person. Dr. Belt’s passion was very uplifting. He seems to genuinely care about the subject and about us becoming better managers. His energy made me feel better about the working environment. I will attend another CMD class, not only to become a better manager, but also to become a better person. I feel that courses like this benefit me, allow me to be a better boss to my employees. We all have examples of what we don’t want to be as a boss. It’s good to plan a path toward becoming what we do want to be.”

Steve Ropp, Kansas Ethanol, Inc., Lyons, KS

Leadership ELITE
February 18 – April 15, 2019
Mondays 1:30 – 4:30 p.m.

Leadership is the most important aspect of organizational success. This learning experience is led by Dr. Gerald Graham.

Risk Management
February 27, 2019  8:00 a.m. – 3:00 p.m.  $395
Led by: Michael D. Green, D.R.S., PMP

Risk Management can be described as an uncertain event or condition that, if it occurs, has a positive or negative effect on a project’s objectives. To a Project Manager, this is a fundamental and core practice within the project life cycle. Every project experiences risk; but how risk is understood, identified and managed can help pave the way to success.

on track to learn...

- What is risk management
- The Project Risk Management Process
- Risk Identification
- Qualitative Analysis
- Quantitative Analysis
- Risk Response
- Risk Monitoring
- The Nature of Risk

“Good instructor, very good breakout exercises and conversation. Mike was very knowledgeable & provided good examples of real world application. Helped relate new material to materials which you may already possess. Condensed class encourages focus to drill into the core concepts and forces you to apply the skills, knowledge being obtained in a friendly environment of peers and local community. This setting also provides opportunity to build relationships with local business/professionals.”

Raven Kirkendoll, BG Products, Wichita, KS

For more information about all CMD programs go to: www.cmd.wichita.edu