Project Scope & Requirements Management
April 2-3, 2019  8:00 a.m. – 3:00 p.m.  $899
Led by: Ms. Christina House, MBA, PMP, ACC
Managing scope on a project is one of the most difficult and demanding jobs of a project manager. Pinning down the project scope starts with a clear understanding of the needs and expectations of the key stakeholders. It involves more than just knowing what needs done. It also requires knowing what not to do and how to manage the changes that inevitably come up during a project.
on track to learn...
• Understand the importance of scope management for project success
• Learn techniques to elicit requirements
• Learn to identify critical project stakeholders
• Recognize the variety of resource constraints that can affect a project
• Gain the knowledge pillars of defining and organizing project goals and objectives

Lean Principles
April 12, 2019  9:00 a.m. – 3:00 p.m.  $395
Led by: Dr. Sue Abidinour
Lean Principles focus on increasing efficiency while reducing expenses to deliver the maximum return-on-investment. Through the introduction of lean, many companies have enjoyed lower production costs, higher profits, superior quality, shorter order-to-delivery time, greater flexibility and improved response to changing client demands by introducing lean principles into their organization.
on track to learn...
• An introduction to Lean
• First Improvement Phase
• Second Improvement Phase
• Management Readiness for Lean
• Review & Discuss Principles of Lean

Communicating for Results
April 9, 2019  8:00 a.m. – 3:00 p.m.  $279
Led by: Ms. Dotty Harpool, MBA
Poor communication is one of the most counterproductive problems faced in business today. You’ll gain a number of useful insights to identify areas of poor communication and logical, step by step techniques that help you eliminate barriers to productivity in your job and make you and your organization more productive and effective.
on track to learn...
• Elements of Productivity
• Communication in Organizations – Characteristics and Problems
• Formulas for Communication
• A Systematic Approach to Communicating About Problems

Project Scheduling & Cost Management
April 16-17, 2019  8:00 a.m. – 3:00 p.m.  $999
Led by: Ms. DeAnn Sullivan, PMP
Cost management and a well-constructed schedule are the backbone of any successful project. A project’s schedule brings the entire picture of the project life-cycle into focus, giving clear and concise expectations of project milestones and completion date. Managing costs is more than tracking expenses; it considers how much work was done for the amount spent. Hands-on exercises are used to help you understand the Project Management Institute, Inc. processes for project scheduling and cost management and the principles and techniques they use. This two-day program will equip you with the critical, working knowledge you need to put together winning projects that meet the constraints of your time and budget.
on track to learn...
• Project scheduling
• Cost Management
• Controlling Schedule and Cost

Check out our on-line classes:

Developing Project Management skills to thrive in disruptive times

The Digital Marketing
Seminar
April 2019
1845 Fairmount • Wichita, KS 67260-0086
Register: www.cmd.wichita.edu or 800-992-6345

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on track to learn...
• Project scheduling
• Cost Management
• Controlling Schedule and Cost
How to Delegate & Empower Your Employees  
April 23, 2019 8:00 a.m. – 3:00 p.m.  $279  
Led by: Dr. Don Hackett

Delegation has two incredibly important benefits. First, it ensures the user is focusing on responsibilities at their level. This obviously has time management as well as resource benefits. Secondly, it is one of the basic methods of growing and developing our direct reports.

EmPowerment is closely associated with delegation and also has great value in motivating and growing our subordinates. In this course you will gain practical insight into both of these tools.

on track to learn…

- Essentials of delegation  
- Causes of poor delegation  
- What to delegate and what to not delegate  
- Steps in proper delegation  
- Practice session on delegation  
- Empowerment basics  
- When and when not to empower  
- What degree to empower a ‘direct report’  
- Opportunities to empower in your position (practical exercise)

Inventory & Supply Chain Management  
April 30, 2019 8:00 a.m. – 3:00 p.m.  $395  
Led by: Dr. Sue Abdinour

Maintaining excess inventory is expensive; however, insufficient inventory can turn away valuable customers and even stop production. This puts your organization in the middle of a dangerous balancing act. This program gives you the essentials of inventory management and useful decision making models you can apply to better manage inventory in your organization.

Managing inventory is part of the larger practice of supply chain management. Your company is as strong as the weakest link in its supply chain. In this seminar, you will learn the basics of supply chain and how to mitigate problems that commonly accompany an integrated supply chain.

You’ll have the opportunity to examine the distinction between independent and dependent demand inventory (MRP – Material Requirements Planning) and will come away from the program equipped with useful methods for controlling inventories in your area.

on track to learn...

- Inventory Management  
- Inventory Models  
- Supply Chain Management  
- The MIT Beer Game

General Information

Location: Seminars are held at the CMD Training Center, WSU Campus, Woodman Alumnus Building, 4205 E. 21st Street, Wichita KS, unless otherwise noted. CMD offices are located in Room D09, 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:

- Seminar Fee includes: All training materials, Continuing Education Units (CEUs/PDUs/contact hours), credit towards a CMD Certificate, parking, refreshments and a delicious lunch.

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

American Public University System

General Education Courses

- BUS 101 - Principles of Business
- BUS 102 - Management Principles
- BUS 103 - Marketing Principles
- BUS 104 - Financial Management

- BUS 201 - Business Ethics
- BUS 202 - Business Law
- BUS 203 - Business Communication
- BUS 204 - Business Statistics

- BUS 301 - Business Leadership
- BUS 302 - Business Sustainability
- BUS 303 - Business Ethics
- BUS 304 - Business Law

- BUS 401 - Business Management
- BUS 402 - Business Finance
- BUS 403 - Business Marketing
- BUS 404 - Business Operations

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