

Project Management/ Planning/LEAN

Interactive and hands-on training opportunities to explore project management, Kaizen Lean, and time management to enhance efficiency and productiveness.

Time Management
Traditional vs. Agile Methodologies
Project Management 101
Stakeholder Management
Kaizen Lean Training

Programs

All programs are designed in modules to flex from 2 hrs to 8 hours unless otherwise indicated. Full Kaizen Lean training is a 4.5 day program, and can be modified.

Time Management

- Identify habits and behaviors that cost time.
- Get organized to work efficiently.
- Develop proficiency planning and prioritizing tasks.
- Explore delegation skills and techniques.
- Conduct productive meetings to use time effectively.
- Manage up, down, and across the organization with skill.
- Learn to say 'no' diplomatically.

Traditional vs. Agile Methodologies

- Project Management methodologies
- Selecting the proper methodology for your project
- Implementing your plan
- Communicating the strategy

Project Management 101

- Learn the lifecycle of a project.
- Explore how to Identify stakeholders to ensure appropriate engagement.
- Discover the project planning process step-by-step.
- Learn how to build a communication management plan.
- Develop proficiency in project execution and monitoring

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Stakeholder Management

- Use different methods to identify stakeholders
- Determine the best approaches to engage stakeholders in your work and to build trust
- Recognize how to work with your stakeholders to proactively accept changes in your work
- Focus on active listening when stakeholders have concerns, issues, or suggestions
- Work with stakeholders to promote organizational value

Kaizen Lean Training

- Whether you're looking for some quick productivity improvements or to save money LEAN is a great way to enhance and document your workflow.
- Learn how to identify and lead a Kaizen Process Improvement event.
- Class will teach SCORE methodology: Select; Clarify; Organize; Record; Evaluate
- Offer is available with Facilitation training if your team is going to be facilitating Kaizen events