

LEADER DEVELOPMENT INSTITUTE

Developing Tomorrow's Leaders Today, at Home at Work Across the Country and around the World



SUCCESSFUL PROJECT MANAGEMENT

WHO SHOULD ATTEND?

Project Managers and Team Leaders; Supervisors, Managers and Department Heads; Anyone who wants to manage projects from start to finish with greater effectiveness and efficiency.

WHAT YOU'LL LEARN

- The five phases of project management – a miracle isn't one of them
- What is the foundation ALL successful projects are built upon
- How to apply the "Triple Constraints" to clearly define your projects objectives.
- Why is it halfway through a project you find out it's "not what the boss wanted"
- An 11-step planning process that works
- Practical exercises you can use immediately with your own projects
- Building enthusiasm into your team
- Problem solving strategies
- How to resolve conflict with a win-win attitude
- How to generate excitement and enthusiasm
- Connect the tools of Project Management to the people for greater results

This workshop is designed to get you up to speed fast on the latest, most effective tools, techniques and strategies necessary for today's program and project managers. The flow of information today is creating more projects and programs and increasing them in size and complexity everyday. Those who manage their projects and programs more efficiently and effectively will be recognized as leaders within their organizations and the organizations within their industry.

Participants will have a thorough understanding of the tools and techniques necessary to bring a project in on time, under budget and with the desired results. Learn the phases of effective project management and how to plan so as to be more efficient and effective. Learn how to use the same powerful tools top researchers, scientists and corporate managers use to plan and manage projects and processes - PERT, GANTT and CPM.

When: 20 July 2006

9:00 AM – 4:30 PM

Doors open at 8:30

Where: 26 Federal Plaza,
6th Floor, Conference Room B

Seats Are Limited - Register Today

Cynthia Gable

New York Federal Executive Board

26 Federal Plaza - Suite 3016

New York, New York 10278

212-264-1890

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LEAD FIRST... MANAGE SECOND

WHAT YOU WILL COVER:

- Five principles of extraordinary Leadership
- How to delegate and empower more effectively
- Energizing people and teams into action
- Learn why you don't want to be a "good Leader"
- How to get, and stay in sync with your boss
- The "Hot Stove" rule of discipline
- The ONE word you need to hold employees accountable



Your business success depends on *LEADERSHIP*, not management trends. The next, "best seller" will come and go, but the need for exceptional leadership remains constant. How many times have you sent supervisors to expensive conferences only to have them return with nothing but a binder and a coffee mug to show for it?

Lead First tears down the management myth and rebuilds your most valuable human resource into a dynamic, proactive leader.

HOW YOU WILL BENEFIT:

- Learn to "lead" your peers and employees, and "manage" your resources
- Make more "Blue Card" decisions
- Set the stage for being an "Extraordinary" leader
- Learn how to handle difficult people and situations
- Increase your ability to influence others
- *Your business success depends on solid relationship, not management trends.*

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