

Project Leadership

Effectively Lead Project Teams & Increase Work Productivity



You Will Learn to:

Identify Tools and Techniques to Help Your Project Teams Be Successful

Learn powerful communication techniques to increase team productivity and effectiveness

Perfect the Art of Decision Making

Understand the pros and cons of various decision-making methods and identify the six ways to make a decision

Effectively Manage Project Change

Understand how change impacts organizations both positively and negatively and learn to implement change successfully

Become a High-Performing Team Member

Improve leadership and teamwork skills by implementing effective project management techniques



Who Should Attend:

- Senior Project Managers
- Project Managers
- Program Managers
- PMO Managers
- Project Team Leaders
- Project Portfolio Directors
- Directors
- Quality Assurance Personnel
- Chief Information Officers
- Project Support Staff

Day One: Thursday, September 10, 2009

8:30

Conference Registration & Continental Breakfast

9:00

Learn the Importance of Project Leadership

- Find out why projects fail
- Discover the hidden costs of poor leadership
- Identify if you are a leader or manager and what the difference is

10:00

Break & Refreshments

10:15

Understand the Role of the Project Leader

- Recognize what the project leader should do
- Realize what the project leader should not do
- Discover what the project leader needs in order to do his/her job successfully

11:15

Understand Group Dynamics

- Learn what to expect so you're not surprised
- Understand the special problems of leading a project team
- Find out how leadership style needs to adjust to differing circumstances

12:00

Lunch Break



Reasons to Attend:

1. **Gain** critical leadership skills needed to increase the odds for success
2. **Utilize** effective key decision-making techniques to effectively make the right choice
3. **Make** use of various planning strategies to effectively develop and manage collaborative relationships vital to project success
4. **Apply** negotiation skills to achieve efficient cost and schedule performance
5. **Anticipate** potential problems and consequences involved with managing project change

Day One, Continued: Thursday, September 10, 2009

1:00

Learn to Motivate Your Team

- Identify the difference between internal or external human motivation
- Understand motivation techniques that work
- Deal with dysfunctional behavior

2:00

Break & Refreshments

2:15

Investigate Leader Competencies

- Find out what makes an effective project leader
- Learn to do what the superstars do
- Realize what makes a good follower

3:00

Understand the Various Leadership Styles

- Discover how to get maximum performance out of your project team
- Identify different styles and what works best for you
- Adapt your leadership style to fit the situation

4:00

Day One Adjourns



Day Two: Friday, September 11, 2009

8:30
Continental Breakfast

9:00
Organize and Negotiate for Maximum Effectiveness

- Discover how to organize your team by trying your organization plan, staffing plan, and work breakdown structure (WBS) together
- Assess project's human capital needs and negotiate staff assignments with senior leadership
- Break down elements of complex negotiations into manageable components

10:00
Break & Refreshments

10:15
The Art of Decision Making: The Most Important Aspect of Leadership

- Identify the six ways to make a decision
- Understanding the pros and cons of various decision making methods
- Utilize the 7-step model for making decisions

11:00
Delegation: Learn How to Empower Your Team

- Keep things in balance, and diagnose out-of-balance situations
- Learn what to delegate and what not to delegate
- Deal with the feeling that you are losing control

12:00
Lunch Break

“Great presentation of leadership strategies and issues. The instructor is knowledgeable and has good experience to draw on.”

John Burleson
General Dynamics





Day Two Continued: Friday, September 11, 2009

“This course provided excellent information on project leadership.”

Sherita Mance,
National Aeronautics and Space
Administration



1:00

Determine the Effectiveness of Different Communications Techniques

- Put together an effective communications program
- Discover why matrix organizations are ripe for conflict
- Learn how to avoid major problems

2:00

Break & Refreshments

2:15

Manage Project Change and the Complexities That Come With It

- Learn to cope with change
- Understand how change impacts organizations both positively and negatively
- Discover strategies to help you implement change successfully

3:00

Manage Issues and Risk: Vital for Project Success

- What exactly is the definition of an issue?
- Learn why issues are different from disputes over requirements, risks, change requests, considerations, etc. and why it is important to make a distinction
- Identify ways to successfully keep track of everything that is going on

4:00

Training Adjourns



Sponsorship Opportunities:

As a conference and training provider, The Performance Institute is an expert in bringing together leaders to share and discuss best practices and innovations. We connect decision-makers with respected solution providers.

The Institute offers four different pre-designed sponsorship packages:

- Event Co-Sponsor
- Session Sponsor
- Luncheon Sponsor
- Exhibit Booth Sponsor

For more information on sponsorships or to get started, contact Jessica Ward at 703-894-0481 x 215 or Ward@PerformanceWeb.org

In-House Training

One of the more popular vehicles for accessing the Institute's educational offerings is the delivery of on-site trainings and management facilitations. Bringing a training or facilitation in-house gives you the opportunity to customize a program that addresses your exact challenges and provides a more personal learning experience, while virtually eliminating travel expenses. Whether you require training for your department or for an organization-wide initiative, the advanced learning methods employed by The Performance Institute (PI) will create an intimate training atmosphere that maximizes knowledge transfer to enhance the talent within your organization.

CUSTOMIZATION

We realize that not all obstacles can be overcome by applying an "off-the-shelf solution". While many training providers will offer you some variation of their standard training, PI's subject matter experts will work with you and your team to examine your programs and determine your exact areas of need. The identification of real life examples will create a learning atmosphere that resonates with participants and provides immediate return on your training investment. Using interactive exercises that employ actual projects or scenarios from your organization, instructors can address specific challenges and align the curriculum of each session to your objectives. While the majority of on-site trainings are focused on smaller groups, PI also has the ability to accommodate organizational-wide training initiatives. Utilizing multiple instructors, PI has the capacity to deliver courses to groups of up to 300 participants per day.

AREAS OF EXPERTISE

On-site delivery of single courses, certification programs and entire packages of specialized courses are available in the following areas:

- Strategic Planning
- Performance Measurement
- Project Management
- Lean Six Sigma
- Workforce Management
- Performance-Based Budgeting
- Performance-Based Contracting
- Performance Reporting
- Program Evaluation
- Administrative Management
- Leadership and Change

For more information about in-house training options available to you, please contact Jennifer Mueller at 202-739-9707 or email her at Mueller@PerformanceInstitute.org.



Logistics & Registration

Venue

Project Leadership will be hosted at The Performance Institute's training center in Arlington, VA, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building for \$10/day. Continental breakfast and refreshments will be provided for delegates on each day.



● The Performance Institute Training Center
1515 North Courthouse Rd., Suite 600
Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of \$233.00 until August 10, 2009. Please call the hotel directly and reference code "Project Leadership" when making reservations to get the discounted rate. The hotel is conveniently located three blocks from the Rosslyn Metro station. Please ask the hotel about a complimentary shuttle that is also available for your convenience.



● Arlington Rosslyn Courtyard by Marriott
1533 Clarendon Blvd.
Arlington, VA 22209
Phone: 703-528-2222 / 1-800-321-2211
www.courtyardarlingtonrosslyn.com

Hotel and travel costs are not included in conference tuition.

Tuition

The tuition rate for the two-day Project Leadership Training is: \$999.

For more information on group discounts for Project Leadership please contact Melvin Hall at 202-739-9630 or email him at Melvin.Hall@PerformanceInstitute.org.

PDU's



PDU's: Earn up to 14 PDU's: 7 for each day of training

The Performance Institute has been reviewed and approved as a provider of project management training by the Project Management Institute.

As a PMI Registered Education Provider (R.E.P.), The Performance Institute has agreed to abide by PMI established quality assurance criteria. "PMI" and the PMI logo are service and trademarks registered in the United States and other nations; "PMP" is a certification mark registered in the United States and other nations; "PMBOK" and "CAPM" are trademarks registered in the United States and other nations by the Project Management Institute, Inc., which is not affiliated with The Performance Institute.

Earning PMI Credits: The Performance Institute is a Registered Education Provider of The Project Management Institute. All of our project management trainings, conferences and webinars offer credits to help you take the PMP Exam or stay accredited with PMI.

Cancellation Policy

For live events: The Performance Institute will provide a full refund less \$399 administration fee for cancellations four weeks before the event. If cancellation occurs within two weeks prior to conference start date, no refund will be issued. Registrants who fail to attend and do not cancel prior to the event will be charged the entire registration fee.

All the cancellation requests need to be made via Cvent or email. Your confirmation email contains links to modify or cancel registrations. Please note that the cancellation is not final until you receive a written confirmation.

Payment must be secured prior to the conference. If payment is not received by the conference start date, a method of payment must be presented at the time of registration in order to guarantee your participation at the event.

Quality Assurance

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning

REGISTRATION

1. **ONLINE** at www.PerformanceInstitute.org/Leadership
2. **VIA FAX** to 866-234-0680
3. **VIA PHONE** to 877-992-9521
4. **VIA MAIL** to The Performance Institute Corporate Headquarters
805 15th Street, NW, 3rd Floor
Washington, DC 20005

Yes! Register me for Project Leadership
 Please call me. I am interested in a special group discount for my team

Delegate Information

Name		Title
Office		Organization
Address		
City	State	Zip
Telephone		Fax
Email		

Payment Information

Training Form/Purchase Order Check (accepted by mail only)
 Credit Card

Credit Card Number	Billing Zip	Exp. Date
Name on Card		3-Digit Verification #

Please make checks payable to: The Performance Institute
Priority Code: T331-WEB

experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to:
PI Corporate Headquarters: Quality Assurance
805 15th Street, NW, 3rd Floor
Washington, DC 20005

Note: As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. The Performance Institute is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program.

If for any reason The Performance Institute decides to cancel this conference, The Performance Institute accepts

no responsibility for covering airfare, hotel or other costs incurred by registrants, including delegates, sponsors and guests.

Discounts

- All 'Early Bird' Discounts must require payment at time of registration and before the cut-off date in order to receive any discount. • Any discounts offered whether by The Performance Institute (including team discounts) must also require payment at the time of registration.
- All discount offers cannot be combined with any other offer. • Discounts cannot be applied retroactively

About The Performance Institute

Called “the leading think tank in performance measurement for government” on OMB’s ExpectMore.gov, The Performance Institute has been a leader in Performance Management training and policy since the 2000 administration transition. As part of the Government Performance Coalition, a group of good government organizations, the Institute worked in 2000 to deliver recommendations to the then new administration on what would become the President’s Management Agenda.

In 2009, the Institute is leading Innovations in Government: From Transition to Transformation, or InnoGOV.org, a collection of forums, research and recommendations to bring insight and transformation to the federal government. The goal of InnoGOV.org is to centralize the importance of performance, accountability and transparency in government and to disseminate the leading best practices to government managers.

The Performance Institute has published several research reports regarding performance management initiatives and trains over 10,000 government managers per year on performance-based topics. Dedicated to improving citizen services and taxpayer transparency, the Institute uses a best-practices foundation to deliver the most effective and tested methodologies for improving performance



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www.PerformanceInstitute.org