Somewhere between your entry into the field of project management and the successful completion of the prestigious Project Management Institute (PMI) Project Management Professional (PMP) certification lies a vast body of knowledge. The Institute for Professional Excellence at Davenport University has designed a program that develops a thorough understanding and practical application of the universally recognized tools every project manager needs to ensure successful project planning from start to finish.

Become a valued project manager in any industry, whatever your title may be. Learn how to improve performance, provide leadership and deliver projects on time and on budget. The project management concepts and terms taught in this program are based on PMI’s PMBOK.

Through these seminars you will:

- Examine skills that a project manager needs
- Explore the five phases of a project: Initiation, Planning, Executing, Monitoring, Controlling, and Closing
- Identify six key parts to a project goal
- Learn to create the charter and statement of work and a project planning worksheet
- Examine pre-assignment review, assigning project work, negotiating for the people you want, and preparing for team problems
- Learn to identify the who, when, why, what, and how of your communications with various project members
- Gain tips for managing difficult conversations and how to handle escalating situations

Who should attend?

- New and experienced project managers
- Project coordinators
- Professional needing hands-on skills for managing and overseeing projects and team members

Certificate requirements:

To earn the Certificate of Project Management participants must successfully complete the Project Management Essentials 2-day seminar and the Project Management Advanced 1-day seminar for a total of 24-hours of training. Each course will be offered twice per year.

For more information:

www.davenport.edu/project-management
616-233-2581
ipex@davenport.edu
Course Content:

Demonstrate your mastery of project management tools and techniques. Complete the two required courses to obtain the Certificate of Project Management.

Project Management Essentials

Project Management Essentials builds on a foundation of internationally accepted concepts, tools and techniques for working effectively in all stages of project management: Initiation, Planning, Executing, Monitoring, Controlling and Closing. This program will familiarize you with the most common terminology and application of standard project management tools, techniques and practices for working on projects. $695

April 22-23, 2015; 9am – 5pm, Grand Rapids
- or -

September 15-16, 2015; 9am – 5pm, Grand Rapids

Project Management Advanced

The Project Management Advanced is the second course in the Certificate of Project Management series. In this one-day session, we will take a more in-depth look at critical topics in Project Management. Topics include: resource management, project leadership, project communications, risk management and control. $295

May 14, 2015; 9am – 5pm, Grand Rapids
- or -

October 27, 2015; 9am – 5pm, Grand Rapids

IPEx courses are taught with a practical approach that equips participants with skills and knowledge immediately applied in the workplace.

Register Today!
Classes begin in April 2015!

www.davenport.edu/project-management