



# ZWEIG GROUP TRAINING PROGRAMS

## PROJECT MANAGEMENT

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Zweig Group's one-day **PROJECT MANAGEMENT** training program will help design and technical professionals in architecture, engineering, planning, and environmental consulting firms become more effective in managing projects, leading teams, communicating internally and externally, and growing their firm.

The project management training can be scaled up or down to match the experience level of the firm's project managers, with advanced project management training designed to help more seasoned project managers develop the advanced leadership, management, and business development skills to better lead projects and foster long-term client relationships.

### POTENTIAL PROGRAM TOPIC AREAS

- Understand the role of the project manager
  - Setting the conditions for success
  - Managing team schedules
  - Managing project execution & budgets
  - Marketing the company
- Develop techniques for leading high-performing teams
  - Understanding team differences
  - Deflating team conflict
  - Mentoring the next generation of leaders
  - Managing talent
  - Assessing team performance
- Identify tools project managers can use to improve their effectiveness
  - Project planning, scheduling, and forecasting
  - Project kickoff and closeout
  - Risk assessment and management
  - Billing and invoicing
- Improve your performance as a project manager
  - Developing a project work plan
  - Key performance metrics that keep projects on track
  - Billing and collections techniques

- Marketing and business development
- Managing change orders and scope creep
- Implement winning communication strategies
  - Traits of effective communicators
  - Techniques for amplifying your message
  - Techniques for better communication with the client
  - Practical strategies for effective communication
- Improve your performance as a leader and a project manager
  - Multi-tasking and balancing work
  - Client relations and client management
  - Handling confrontations, conflicts, and crises
  - Effective time management strategies
- Evaluate effective decision making techniques
  - Making decisions less stressful
  - 11 Tips for making better decisions
  - Techniques for handling multiple projects

## NOTIONAL AGENDA

8:30 am – 4:30 pm

## RECOMMENDED GROUP SIZE

Up to 40 participants

## CONTINUING EDUCATION

**6 PDH / 0.6 CEU**

Zweig Group seminars are eligible for Professional Development Hours credits and Continuing Education Units. All attendees receive a certificate of completion indicating the number of hours earned during each seminar.



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## CONTACT

Zweig Group Events [events@zweiggroup.com](mailto:events@zweiggroup.com) / 800.466.6275