



ZWEIG GROUP TRAINING PROGRAMS

Excellence in Project Management

Developed to support Project Managers in AEC firms.

This one-day training course covers the critical focus areas every AEC Industry project manager should be familiar with and is presented in lecture, tutorial, and case study workshop sessions. Attendees will leave armed with a comprehensive understanding of the characteristics, skills, and techniques successful project managers must have to flourish in their role.

Many architects, engineers, planners, and environmental consultants receive little or no training in project management and are expected to produce exceptional designs that are on-time, under budget, and error-free. Add in the desire to maintain stellar client relationships, and many Project Managers feel unequipped to produce desired results. Zweig Group's Excellence in Project Management Training program is a solution to this common problem.

We start with the role of the project manager and why you have to "want" to be a project manager in order to have success. Communication is the next area we focus on with an emphasis on how project managers can improve their ability to communicate with external clients and stakeholders and internal team members. We look at the challenges of scope, schedule, and budget, and how small tweaks in your project management process can improve the outcome in these three areas. We also dive into decision making, financial facts, and figures, marketing and business development, how to deal with a crisis, and specific case studies. After this training, attendees will be well equipped to tackle most any project management issue.

PROGRAM OVERVIEW & NOTIONAL AGENDA 8:30 am – 4:30 pm

UNDERSTAND THE ROLE OF THE PM:

- Setting the conditions for success
- Managing team schedules
- Managing project execution & budgets
- Marketing the company

IMPROVE YOUR PERFORMANCE AS A LEADER AND A PM

- Multi-tasking and balancing work
- Client relations and client management
- Handling confrontations, conflicts, and crisis
- Effective time management strategies

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

DEVELOP TECHNIQUES FOR LEADING HIGH-PERFORMING TEAMS:

- Understanding team differences
- Deflating team conflict
- Mentoring the next generation of leaders
- Managing talent
- Assessing team performance

CONTACT: Zweig Group Events
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TOOLS TO IMPROVE EFFECTIVENESS:

- Project planning, scheduling, and forecasting
- Project kickoff and closeout
- Risk assessment and management
- Billing and invoicing

IMPROVE YOUR PERFORMANCE AS A PM:

- 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

EVALUATE EFFECTIVE DECISION MAKING TECHNIQUES:

- Making decisions less stressful
- 11 Tips for making better decisions
- Techniques for handling multiple projects



CONTINUING EDUCATION: 6 PDH / .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.

EXCELLENCE IN PROJECT MANAGEMENT