



Project Management Courses 2015



INTEGRATE THE PAPER TIGER SYSTEM (40 MIN WEBINAR)

Watch Meggin McIntosh as she provides tips to a good filing system for all files, notebooks, papers, boxes, and other supplies around your home or office. Learn the systems and strategies to file and find your “stuff.”

Format: Pre-recorded Webinar

ACHIEVING YOUR HIGHEST PRIORITY (40 MIN TELESEMINAR)

Based on Steven Covey’s Book *First Things First*. Learn about his time matrix and how not to manage time, but to manage yourself so that you can enjoy your work, stay focused on results, and make time for proactivity in your department or organization.

Format: Pre-recorded Teleseminar

CONDUCTING AND PARTICIPATING IN EFFECTIVE MEETINGS (40 MIN TELESEMINAR)

Listen and learn how to love meetings and make the most out of every minute. Topics include the pros and cons of canceling a meeting; helping a leader have more productive meetings; ways to encourage attendees to arrive on time; handling someone who is disruptive; increasing participation; infusing new energy and ideas onto a committee when the participants have not changed over the years; ideas for preventing the closed items from resurfacing; and addressing how long is too long.

Format: Pre-recorded Teleseminar

FOUR KEY QUESTIONS FOR BETTER TIME MANAGEMENT BY BRIAN TRACY VIDEO

In this brand-new video, international bestselling author, Brian Tracy, reveals four questions you can ask yourself – and answer – to get clear, focused and on track in achievement of your goals. In addition, you will be able to remain motivated and energized in your pursuit of your goals and precisely how to get started being more effective at time management.

Format: Pre-recorded Webinar

SIX HIGH PERFORMANCE SUCCESS SECRETS (3-PART 30 MIN VIDEO)

Bestselling New York Times author Brendon Burchard reveals six powerful tools to high performance. Learn the principles and strategies you need to master your mind and body, be more productive, and influence others.

Format: Pre-recorded Webinar

WHOLE BRAIN THINKING AND MIND MAPPING: TOOLS FOR SUCCESS (40 MIN TELESEMINAR)

Gain an understanding of right-brained, left-brained, and whole brain thinking. Assess your whole brain quotient and have a firm understanding as to why this is important. Learn how to get your teams to think with their whole brain and tap into how to use divergent and convergent thinking to come up with the best solutions.

Format: Pre-recorded Teleseminar

CLOCK TAMERS: BEAT THE CLOCK BEFORE IT BEATS YOU (20 MIN VIDEO)

Watch, listen, and learn how to beat the clock before it beats you! Gain the strength and strategies on how to say no; assess ten competencies that are linked to effective time management; learn how to manage information in a way that makes sense; become disciplined in managing interruptions; gain the five strategies that will help you beat the clock; and ask yourself the questions that will help you avoid procrastination. It’s a video you can’t afford to miss!

Format: Pre-recorded Webinar



PROCESS IMPROVEMENT: IT'S EVERYBODY'S BUSINESS (20 MIN VIDEO)

Watch, listen, and learn what Lean Six Sigma is and how it can help your operations; explore how to apply five Lean Six Sigma Strategies; recognize the potential barriers to implementing Lean Six Sigma; and learn how to maximize buy-in and commitment. Process improvement and eliminating the eight wastes in your day to day operations is everybody's business!

Format: Pre-recorded Webinar

SUCCEEDING IN AN UNCERTAIN ECONOMY: IMPROVE YOUR OPERATIONS (40 MIN TELESEMINAR)

You can develop the best business strategy and hire the best talent and still fail. Tap into proven tools to successfully implement business improvements including process mapping techniques, documentation of standard operating procedures, elimination of wasteful practices, and value-added vs. non-value added activity analysis.

Format: Pre-recorded Teleseminar

HOW TO BECOME A WHOLE BRAIN THINKER (20 MIN VIDEO)

Watch, listen, and discover your brain dominance; how to tap into both sides of your brain; apply mind mapping strategies to increase productivity and creativity both individually and in groups; and become a member of an elite group of whole brain thinkers!

Format: Pre-recorded Webinar

TOP TEN PRODUCTIVITY HACKS (40 MINUTE TELESEMINAR)

Michael Hyatt, CEO of Intentional Leadership, speaks about his top ten productivity hacks and how they can make you not only more efficient, but more effective.

Format: Pre-recorded Teleseminar

SKILL SOFT ONLINE LEARNING

CLICK ON THE BLUE LINKS FOR COURSE DESCRIPTIONS.
EACH LINK COUNTS AS ONE COURSE.

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Operations Management: Facilities Planning and Management

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Managing Customer-Driven Process Improvement

Customer-driven Process Improvement: Basic Framework

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Customer-driven Process Improvement: Identifying Customer Needs

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Customer-Driven Process Improvement: Mapping and Measuring Processes

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