STAR OF EXCELLENCE
WEST CHESTER UNIVERSITY

Project Management Courses 2014

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PROJECT MANAGEMENT

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 **Dates**: February 18

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 **Dates**: March 7

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 **Dates**: May 6

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 Video **Dates**: September 17

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 Video **Dates**: October 15

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PROJECT MANAGEMENT

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 **Dates**: October 28

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 Video **Dates**: November 5

SKILL SOFT ONLINE LEARNING

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

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IT Project Management Essentials: Executing IT Projects	proj_17_a03_bs_enus
IT Project Management Essentials: Monitoring and Controlling IT Projects	proj_17_a04_bs_enus
IT Project Management Essentials: Managing Risks in an IT Project	proj_17_a05_bs_enus
IT Project Management Essentials: Testing Deliverables and Closing IT Projects	proj_17_a06_bs_enus
Optimizing Your Performance on a Team	
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Leading Teams	
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Leading Teams: Establishing Goals, Roles, and Guidelines	team_03_a02_bs_enus

Leading Teams: Developing the Team and its Culture	team_03_a03_bs_enus
Leading Teams: Building Trust and Commitment	team_03_a04_bs_enus
Leading Teams: Fostering Effective Communication and Collaboration	team_03_a05_bs_enus
Leading Teams: Motivating and Optimizing Performance	team_03_a06_bs_enus
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Fundamentals of Lean for Business Organizations	
Introduction to Lean for Service and Manufacturing Organizations	oper_20_a01_bs_enus
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Lean Tools and Techniques for Flow and Pull	oper_20_a03_bs_enus
Reducing Waste and Streamlining Value Flow Using Lean	oper_20_a04_bs_enus
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Applying Lean in Service and Manufacturing Organizations	oper_20_a06_bs_enus
Operations Management	
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Managing Customer-Driven Process Improvement	
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