ONE-DAY SEMINAR

Project Management Workshop

Guaranteed to help you complete your projects on time, on budget and on target!

ENROLL TODAY!

Call 1-800-556-2998
Online www.pryor.com
Fax 913-967-8842
Mail Fred Pryor Seminars P.O. Box 219468 Kansas City, MO 64121-9468

This course qualifies for PDU and CPE credits. See page 7 for details.
ON TIME!
Don’t take off 2 or 3 days, plus travel time, for a complete project management course. Fred Pryor Seminars presents this essential, hard-hitting project management course in just one day, at a location near you!

ON BUDGET!
Don’t spend $495, $695 or $895 in tuition fees, plus transportation costs, hotel accommodations and more. Our powerful Project Management Workshop is affordable for you and your organization.

ON TARGET!
You’ll learn the most up-to-date, hands-on project management techniques and be able to put them to work immediately!

- Identify and take advantage of every resource available to you — staff, time, money, information and more!
- Gain a reputation within your organization for completing projects on time (or even sooner), on budget (or even under) and with the desired results (or even better)!
- Recognize and avoid common planning pitfalls and mistakes that cause thousands of project managers to stumble.
- Demystify the professional project manager’s methods: Use PERT, CPM and Gantt charting techniques like a pro — it’s simpler than you may think!
- Stop using all your time and energy to put out fires: Learn how every project manager can build in flexibility to deal with inevitable changes in schedules and resources.
- Build a highly effective project team with the talent, skill and motivation to carry your project to completion successfully.
- And much more — see full program overview on pages 4 and 5!

COMPARE OUR GUARANTEE
All of our seminars are 100% SATISFACTION GUARANTEED! We’re confident this seminar will help you complete your projects on time, on budget and on target! If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we’ll arrange for you to attend another one of our seminars or receive a full refund — hassle-free.

COMPARE OUR EXPERIENCE AND KNOW-HOW
At Fred Pryor Seminars, our record of customer satisfaction is unsurpassed — more than 30 years in business and over 10 million seminar participants from over 300,000 organizations clearly attest to our ability to deliver what we promise. Our customer satisfaction rate speaks for itself!

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Your desk has become a mountain of paperwork, progress is moving at a snail’s pace, your team seems unmotivated and you realize your initial estimate for resources is only going to cover half of your expenses. As a project manager, you are charged with major decision-making, monitoring quality control and leading your project team toward the final goal.

You have a lot of responsibility to juggle and the ultimate success or failure of the project is a direct reflection of your ability to organize, execute and lead. Sound overwhelming? Don’t worry, you’re not alone and we have the tools to help!

At this seminar, you’ll learn expert techniques for building successful project teams, creating efficient plans and implementing effective tracking measures to ensure your projects come in on deadline and on budget. In one fast-paced, well-designed day, we’ll cover all the essential elements of project management. We’ll provide practical information to not only help you save time, but also increase the success of your projects.

ATTEND THIS SEMINAR AND LEARN HOW TO:

- Master the art of project planning and organization from start to finish
- Succeed in managing a project without omissions and miscalculations
- Use proven communication skills to increase cooperation and support, and get the resources you need
- Prepare for the unexpected crises and setbacks that can derail your project
- Root out waste in every stage of the project — remove the wasted time, money and effort that endanger a project’s success
- Identify and use indispensable planning and scheduling tools
- Estimate time and costs accurately to reduce the risk of costly delays and errors

WHO SHOULD ATTEND?

This program was designed to benefit anyone who manages projects of any size. Even if you manage projects infrequently, act as a project manager in addition to your other duties or are not a project team leader but a team member, the methods and strategies you will learn at this seminar will benefit you enormously.
TRAITS OF THE SUCCESSFUL PROJECT MANAGER

• Interpret the 5 key traits of the most successful project managers and determine your own personal strengths and weaknesses.

• Discover the 5-point success blueprint of expert project managers and why some project managers are far more effective than others.

• Remove the mystery and complexity from on-time/on-budget performance: insightful tips from master project planners you can use every day.

• Are you a full-time project manager or do you have other responsibilities? Understand the benefits and drawbacks of both situations and learn new ways to be more effective, regardless of your role.

THE PROJECT TEAM

• Steer your project around the lethal traps of office politics with our 6-step model for success.

• Analyze the structure and makeup of your project team for more precise planning.

• Avoid delays and scheduling problems by assessing each team member’s physical location, roles and responsibilities.

• Identify the specific skills you need as the project’s manager by defining and understanding the unique organization of your team.

• Employ dynamic management team-building techniques to improve productivity and performance from project start to finish.

THE 5-STEP PROJECT MANAGEMENT MODEL

STEP 1: DEFINE

• Utilize a step-by-step checklist to define specific project objectives and pinpoint essential planning components.

• Identify the specific people you should involve in setting objectives, and ensure the project receives necessary support and resources.

• Communicate the project’s goals and objectives so everyone involved is working on the same project, schedule and budget.

STEP 2: PLAN

• Organize even the most complex project into manageable, measurable chunks of activity.

• Follow fail-safe planning formulas that put first things first and avoid scheduling conflicts later in the project.

• Implement specific methods to leverage project tasks so multiple actions and activities can be completed smoothly and in tandem.

• Demystify professional planning models: how to simplify every kind of project with PERT, CPM and Gantt charting techniques.

• Utilize 8 professional hints to better estimate time requirements and stop bottlenecks and delays before they can start.

• An expert guide to cost estimation: Use a simple, easy-to-follow approach to increase accuracy and reduce the risk of costly errors.

• Take innovative steps to help you marshal all the resources available by evaluation of the “Big 4” resource areas.

• Analyze your resources to determine what you already have available and what additional resources you must arrange before the project is under way.

• Allocate your resources wisely and avoid wasting time or money at any stage of the project.

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STEP 3: IMPLEMENT
- Utilize the flexible 3-phase “loop concept” to keep your project flowing smoothly every step of the way.
- Know specific ways to build and sustain commitment to projects over the long haul — from the project team through top management.
- Learn the 2 key skills to help you anticipate problems before they become difficult to solve.
- Master the art of progressive decision making: how to keep the project moving on track with no-stall decision-making tactics.
- Hold action-oriented meetings focusing on results; plus, a little-known technique to ensure successful team meetings.

STEP 4: CONTROL
- Determine the essentials of project control and use these principles to keep your project on time, on budget and meeting objectives.
- Document and report: How to communicate the progress of your project to team members and management.
- Increase your communication effectiveness with innovative graphic techniques for effective, concise progress reports.

STEP 5: ADJUST
- Build flexibility into project implementation, allowing you to handle opportunities and problems as they arise.
- Avoid insidious “schedule slippage” by understanding the causes and utilizing expedient solutions.
- Prepare for Murphy’s Law: how to overcome — even take advantage of — the inevitable changes in timing and resources.
- Maximize your performance with professional recommendations.

THE ROLE AND USE OF COMPUTERS IN PROJECT MANAGEMENT
- Recognize the 4 key advantages of computers and the 3 dangers you must avoid.
- Utilize a simple 7-step evaluation to determine whether the use of computers will significantly benefit your project.
- Use a 6-step checklist to evaluate computer software options and zero in on the best software solution for your project.
- Employ a quick-analysis method to pinpoint your project’s specific requirements in hardware and software.

“One of the best one-day training programs I’ve attended — and I’m in education and staff development.”
Davelyn Ross
Director
L.C. Ed. Service Center

“Confirmed my thoughts on the importance of planning and preparing for projects.”
J. Larry Davenport
Manufacturing Supervisor
Lemforder Corp.

“Excellent! Best seminar that I have attended in a long time.”
Bryan Sagebiel
Supervisor
Chesapeake Energy
1. You’ll quickly be able to decide when to use PERT, CPM or Gantt charting techniques and you’ll know how to use them effectively.

2. You’ll be equipped with the knowledge and tools to do a top-notch task analysis and really understand what must be accomplished.

3. You’ll learn how to structure and organize a productive, capable and skillful project-management team.

4. You’ll keep projects under control and encourage vital teamwork with innovative communication and reporting procedures.

5. You’ll recognize clues and signals to identify problems and help you eliminate them before they become crises.

6. You’ll learn effective methods to prioritize your options when you don’t have the time, money or staffing resources to do the job.

7. You’ll be able to choose and use the right project scheduling technique for greater efficiency and effectiveness from project start to finish.

8. You’ll know how to determine whether specific computer hardware or software might benefit your project, based on the project’s size and complexity.

9. You’ll utilize a simple, easy-to-use checklist to help you pinpoint your computer software options.

10. You’ll learn how to deal with conflict between employees and departments and how to overcome the obstacles of office politics with our 6-step model for success.

11. You’ll develop systems to track costs of personnel, materials and resources with precision and accuracy.

12. You’ll harness the “Four Rs” of power to get your projects done on time, on budget and on target.

13. You’ll learn how to involve and get the full support of top management, other departments and your peers.

14. You’ll conduct successful meetings that solve problems, get results and keep your projects running smoothly.

15. You’ll be able to identify and estimate time and money resources months in advance.

16. You’ll gain a reputation in your organization for completing projects on time (or even sooner), on budget (or even under) and with the desired results (or even better).

17. You’ll be able to handle staff turnover in mid-project, without disrupting the flow of events.

18. You’ll develop viable contingency plans to ensure crises and unforeseen problems don’t threaten the success of your project.

19. You’ll define team roles clearly and concisely so all team members know exactly what they must do and when they must do it.

20. You’ll learn expert hints for debugging your project plan to pinpoint possible bottlenecks and potential problems.
Registration Information

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. Payment is due before the program. Payment is due before the program.

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule
Check-in: 8:30 a.m. – 9:00 a.m Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions
You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note
• You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
• Walk-in registrations will be accepted as space allows.
• For seminar age requirements, please visit http://www.pryor.com/faq.asp#agerequirements.
• Please, no audio or video recording.
• Lunch and parking expenses are not included.
• Dressing in layers is recommended due to room temperature variations.
• You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations
If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction
If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit
Fred Pryor Seminars offers Continuing Education Credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. Questions and concerns should be directed to your professional licensing board or agency.

Continuing Professional Education (CPE)
Fred Pryor Seminars is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. This course qualifies for 6 CPE credits. To obtain a certificate documenting your CPE credits, please visit http://www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

Professional Development Units (PDUs)
As a Registered Education Provider (R.E.P.), Fred Pryor Seminars is approved by the Project Management Institute (PMI)® to offer Professional Development Units (PDUs). This course qualifies for 5.5 PDUs.*

Update Your Contact Information!
Simply make corrections to the mailing label on the back page of this brochure. Mail corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or fax to 913-967-8842. We’ll change our records for the very next update. Thanks!

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Project Management Workshop

You’ll learn how to:
• Master the art of project planning
• Use better communication techniques to get the cooperation, support and resources vital to the project’s success
• Root out waste in every stage of the project
• Identify and use indispensable planning and scheduling tools to ensure the project is implemented exactly as planned
• Estimate time and costs with pinpoint accuracy

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YOUR VIP# IS: WINQ

Call toll-free! 1-800-556-2998 • Fax your registration! 913-967-8842 • Mail your registration form!

I want to improve my project performance and increase my effectiveness – enroll me today!

Group discounts available; see page 7 for details.

SEMINAR

Seminar City: __________________________
Seminar Date: __________________________

YOUR ORGANIZATION

Organization: __________________________
Address: ________________________________
City: __________________ St: ____________ ZIP: ____________
Tel: __________________ Fax: ____________
Approving Mgr.’s Name: Mr. Ms. ____________
Job Title: ____________________________
Email Address: ____________________________  Business Home
Quick Confirmation Please ☐ email or ☐ fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING

☐ Mr.☐ Ms. ____________
Job Title: ____________________________
Email Address: ____________________________  Business Home
☐ Mr.☐ Ms. ____________
Job Title: ____________________________
Email Address: ____________________________  Business Home

Please list additional names on a separate sheet.

METHOD OF PAYMENT

Important: Send your payment now. Tuition is due before the seminar. Please make checks payable and return this form to: Fred Pryor Seminars, P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%) and West Virginia (6%).

Please check one of the following:
1. ☐ Registration fee enclosed. Check # ____________________________ Amount $ ________________
2. ☐ Our Purchase Order is attached. P.O. # __________________
3. ☐ Bill my organization. Attention: ____________________________
4. ☐ Charge to: ☐ AmEx ☐ Discover ☐ MC ☐ Visa Exp. Date: ________________
Card Holder’s Name: ____________________________
Acct. #: __________________
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Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you’ve already registered by phone, by fax or online, please do not return this form.