Project Management In Human Resources: 3 Day Certification Program

Washington D.C.
August 28th, 29th, & 30th 2019
HRCI & SHRM Certified Event
Course Information:

Overview:

HR Managers are asked to juggle a wide variety of assignments and add on special ones as needed. In many companies, the people, who formerly performed specialized tasks, are gone, along with their expertise. The work still needs to be done and HR Managers are called on to take on this work as a 'project.' The 'project' is added to an already full schedule, major decisions have been made elsewhere, and you may have no team to carry out the work. Most HR folks are not trained as project managers and may struggle with getting everything done effectively and efficiently. The basics of project management are universal and many of the tools are easy to use. Get the results your organization expects applying these fundamental approaches to tackle special assignments and integrate all your assignments into a project you manage productively and systematically.

You are already good at getting different stakeholders to cooperate because of your excellent communication skills. Build on these and use more sophisticated tools to get project results. Continually improve your existing skills in project management, communication, understanding human nature, and working across organizational lines. As you lead more successful projects, you will have new challenges. Be ready to take a deeper dive into advanced project management standards and their application to your situation. This can be overwhelming on top of your many responsibilities and priorities. Develop a plan to integrate new skills and tools systematically and continuously.

In this practical seminar, you will learn to: plan, execute, and manage projects to get desired results on time, on budget, on target; prevent scope creep, stop firefighting, and put your effort into solving the problem; define potential risks and develop contingency plans; use simple tools to manage projects of any size; and provide stakeholders with the results they expect.

Objectives:

As a result of this program, HR professionals will be able to:

- Recognize the “business problem” before the project begins
- Organize tasks easily into logical groups of activities
- Create a project plan to guide all your efforts
- Hone organizational skills: Manage your project ‘team,’ even if there is none
- Communicate even more effectively; Keep critical stakeholders involved
- Avoid major project pitfalls; Track progress; Recognize slippage quickly
- Anticipate and manage project risk
- Lead effective project meetings
- Meet project objectives; Demonstrate successful project completion
- Bring in projects on time, on budget, and on target
- Apply Lessons Learned to the next project.
Real Life Practical Application Exercises:

This program is highly interactive, with many workshops, activities, and a Case Study. In the Case Study you will apply all the tools and techniques and lock in your learning. You will leave with many resources and a plan to implement what you have learned back at work.

Who Will Benefit?

- Self-taught project managers seeking enrichment training and new skills
- Project teams having trouble juggling their tasks and responsibilities
- People with limited experience in spearheading a project
- Anyone about to step into a project manager role for the first time
- Business Owners
- Managers,
- HR Representatives,
- HR Generalists,
- HR Assistants,
- Consultants,
- Managers,
- Supervisors, etc.
Detailed Agenda:

Day 1: August 28, 2019 – Wednesday | 8:00 AM – 5:00 PM

- 8:00-8:30 Meet & Greet & Breakfast
- 8:30-9:00
  - Registration; Introductions
  - Expectations; Objectives
  - Individual Strengths & Challenges workshop
- 9:00-9:30 Chapter 1: Introduction to Project Management
  - What is a project
  - Your strategic initiatives; projects vs. operations
  - WORKSHOP: Where does project fit in organizational structure
  - Project Lifecycle
  - WORKSHOP: Project strengths and challenges
  - Success factors and pitfalls discussion
  - Leadership and management
  - Wrap; Individual Learning Journal activity
- 9:30-10:30 Chapter 2: Project Management Process
  - Introduction to Process Model; Chain of Process
  - SOPs
  - Introduction to Project Management/Process/Lifecycle
  - WORKSHOP: Why use project management
  - Wrap; Individual Learning Journal activity
- 10:30-10:45 Break
- 10:45-12:00 Chapter 3: Project Initiation
  - How do your projects arise?
  - Where does this project fit? What is the Business Problem?
  - Developing the Business Case
  - Calculations; ROI; Break even, Payback, Go/No Go
  - CASE STUDY: Stakeholders, Stakeholders Analysis
- 12:00 – 12:45 Lunch
• 12:45-2:30 Project Initiation (Contd.)
  o Conflict Management
  o Bridges Model of Conflict Resolution
  o Aligned Assertive Communication
  o Project Charter
  o CASE STUDY: Business Problem workshop; Business Charter
  o Wrap; Individual Learning Journal activity

• 2:30-2:45 Break

• 2:45-5:00 Chapter 4: Planning & Scheduling
  o Virtual Team/Kick Off Agenda
  o Requirements elicitation communication
  o Listening Quiz; Active Listening
  o CASE STUDY: Applying communications skills to requirements
  o Scope, Constraints, Assumptions; Analysis tools
  o CASE STUDY: Constraints, Assumptions Analysis, Scope Statement workshop
  o END – Write up all Lessons Learned for beginning of Day 2
Day 2: August 29, 2019 – Thursday | 8:00 AM – 5:00 PM

- **8:00-8:30** Meet & Greet & Breakfast
- **8:30-8:45** Most interesting lessons learned/insights from Day 1
- **8:45-10:30**
  - Project Planning
  - Work Breakdown Structure (WBS)
  - CASE STUDY: Develop WBS
  - Sequencing; Logic Diagram; Relation among WBS tasks
  - CASE STUDY: Develop Logic Diagram
  - Estimating activity duration
  - Creating a PERT\(^1\) diagram based on estimates and logic diagram
  - CASE STUDY: Develop PERT
  - Define Resources – People
  - Defining roles: responsibility accountability, consultation & information – RACI\(^2\)
  - CASE STUDY: Develop Stakeholder RACI
- **10:30-10:45** Break
- **10:45-12:00**
  - Critical Path Method to develop project schedule
  - CASE STUDY: Develop CPM
  - Developing Schedule Calculations; Human behavior
  - Effective Project Presentations
  - Sample Project Checklist
- **12:00-12:45** Lunch
- **12:45-2:30**
  - CASE STUDY: Develop Schedule
  - Wrap; Individual Learning Journal activity

**Chapter 5: Risk Management:**

- Budget Planning & Tracking; Strategic budget cutting
- What is Risk management?
- WORKSHOP: HR projects typical risks
- Risk identification techniques: Brainstorming; SWOT\(^3\); Impact matrix calculation
- **2:30-2:45** Break
• 2:45-5:00 Risk Management (Contd.)
  o Risk management and decision making
  o CASE STUDY: SWOT; Develop Impact Matrix
  o Qualitative, Quantitative analysis
  o CASE STUDY: Develop Risk Analysis
  o Risk strategies; risk register; risk management
  o CASE STUDY: Add risk tasks and time to WBS
  o WORKSHOP: Delivering risk related messages and bad news
  o Wrap; Individual Learning Journal activity
  o END  -- Write up Lessons Learned for beginning of Day 3

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1 Program (or Project) Evaluation and Review Technique
2 Chart of who is Responsible, Accountable, Consulted, and Informed for each task
3 Analysis of internal Strengths and Weaknesses and external Opportunities and Threats
Day 3: August 30, 2019 – Friday | 8:00 AM – 3:30 PM

- 8:00-8:30 Meet & Greet & Breakfast
- 8:30-8:45 Most interesting lessons learned/insights from days 1 & 2
- 8:45-10:30 Human Resources Planning
  - Human resources Planning
  - Staff and team management
  - Communication plan
  - CASE STUDY: Develop Communication Plan
  - Training planning
  - WORKSHOP: Calculating communication complexity
  - Technology; Management plan; document control
  - Wrap; Individual Learning Journal activity
- 10:30-10:45 Break
- 10:45 -12:00 Project Execution, Monitoring & Controlling
  - Managing all project processes, people, issues
  - Wrap; Individual Learning Journal activity
  - WORKSHOP: What can go wrong
  - What to monitor; checklist
  - Measuring Actuals: Scope, Schedule, Cost; Quality Control
  - WORKSHOP: Root Cause Analysis
  - Wrap; Individual Learning Journal activity
- 12:00-1:00 Lunch
- 12:45-2:00 Closure
  - How to close the project
  - WORKSHOP: Influence Strategies
  - Problem solving
  - Wrap; Individual Learning Journal activity
- 2:00-2:15 Break
- 2:15-3:30
  - WORKSHOP: What have you learned about project management?
  - Final WORKSHOP: Apply everything you learned; What do I do ‘Monday morning?’
  - Evaluations
  - 
HRCI & SHRM Recertification Credits:

This Program Has Been Approved For 22 HR General Recertification Credit Hours Towards PHR, SPHR & GPHR Recertification Credit Hours Through The HR Certification Institute (HRCI)

PaperMast Inc. dba. Compliancebrite is An HRCI Approved Provider

This Program Has Been Approved For 22 PDCs By SHRM. PDCs Earned Can Be Used Towards SHRM-CP & SHRM-SCP Recertification Through The Society For Human Resource Management (SHRM)

PaperMast Inc. dba. Compliancebrite is An SHRM Preferred Provider
Instructor Profile:

Our Instructor is the current president of Advantage Leadership, Inc. She works with leaders around the world - who want to grow their organizations and improve their bottom lines through strategic leadership and planning, engaged employees, and improved critical processes.

She helps develop robust strategic plans and, more importantly, execute them. She helps leadership teams become more strategic and critical in their thinking and to apply approaches to problem solving with a track record of success. She has a Ph.D. in organizational development and is the author of 3 books on strategic leadership. She is an MBTI Master Practitioner, an elected foreign member of the St. Petersburg Engineering Academy, and has been honored by organizations on four continents.

She is renowned for her major contribution towards:

- Managing projects of all kinds from automating the Section 8 Housing system for a major housing authority to developing a heart/lung machine
- Developing and delivering project management programs for her clients, University of Miami, and training companies around the world, including the American Management Association. She is a featured speaker at conferences for “non-project managers” in project management and taking on more leadership-oriented roles
- Presenting programs for her local PMI chapter at meetings and conferences. She consulted to the chapter on creating a strategic plan, which became a model for other chapters
- Emphasizing all aspects of strategic planning and leadership, management, and team development

She has efficiently developed project management programs for her clients around the world. She is a well-known speaker for delivering project management programs specifically for Human Resource professionals. Her work has been sought-after across four continents. She is also a legacy professional member of the National Speakers Association, and has been honored by organizations around the world in the public, private, and nonprofit sectors. Among the various result-driven topics covered by her, the following ones are mention worthy:

- Project Management for Human Resource
- Project Management for Non-Project Managers
- Dealing with Workplace Negativity
- Advances Project Management for Administrative Professionals
- Strategic Planning & Decision Making for organizational success
- Critical Thinking and Creative Problem Solving
- Customer Relationship Management
- Leadership Coaching & Mentoring
# Fees & Registration Related Details:

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## Seminar Fee Includes:

- Breakfast, Lunch, High Tea & Snacks – On All 3 Days
- USB Drive with Presentation Slide Deck & Hard Copy of Presentation Deck
- HRCI & SHRM Recertification Credits & Certificate
Venue Details:

Venue Details Will Be Announce 30 Days Prior To The Event.
Menu Details:

Your Registration Fee (Irrespective Of The Type Of Registration), Includes – Breakfast, Lunch And PM Break – On All 3-Days Of The Event.

The Detailed Menu Will Be Published 20 Days Prior To The Event Start Date.

Registrants Can E-Mail Us With Their Food Preference – And Someone From Our Team Will Reach Out To Assist.
Registration Information:

Register Online:

Please use the link below to register online:

Click Here To Register Now!

Register By Check:

Checks should be payable to: ‘PaperMast Inc.’ – our parent company; and should be mailed to:

PaperMast Inc.
The Graybar Building
420 Lexington Avenue
Suite 300
New York City, NY – 10170
USA

Register By Wire Transfer / P.O.:

To register via wire transfer or a purchase order, please call our toll-free number at - +1 844 242 0030
Alternately, you can either call our seminar manager at - +1 332 255 3006 / 3004 or e-mail us at - contactus@compliancebrite.com

For Group Registrations, Discounts & Discount Requests:

Please reach us on - +1 844 242 0030 / +1 332 255 3006 / +1 332 255 3004

If you need any assistance pertaining to your registration, please feel free to reach out to us either over the phone or via e-mail. Our customer support representatives will be glad to assist you!
Terms & Conditions:

Your registration for the seminar is subject to following terms and conditions:

If you need any clarification before registering for this seminar, please call us at -
+1 844 242 0030 Or at +1 332 255 3006 Or at +1 332 255 3004

Alternately, you can e-mail us at either ryan.martin@compliancebrite.com or contactus@compliancebrite.com

Payment:

- Payment, in full, is required 10 days before the date of the conference. We accept all major credit cards and PayPal. To make payments via – Check, P.O. or Wire Transfer; please get in touch with us on the aforementioned phone numbers.

Cancellations and substitutions:

- Written cancellations through fax or email (from the person who has registered for this conference) received at least 7 calendar days prior to the start date of the event will receive a refund (in the form of a credit note) — less a $400 administration fee. No cancellations will be accepted — nor refunds issued — within 7 calendar days before the start date of the event.

- On request by email or fax (before the seminar) a credit for the amount paid minus administration fees ($400) will be transferred to any future PaperMast Inc. dba. Compliancebrite event and a credit note will be issued.

- Substitutions may be made at any time. No-shows will be charged the full amount.

- In case an attendee signs-up for a package (flight tickets And/Or hotel rooms); the attendee would be eligible for a refund (in the form of a credit note) - less a $400 administration fee and actual charges incurred for hotel & flights

We discourage onsite registrations, however if you wish to register onsite, payment to happen through credit card immediately or check to be submitted onsite. Conference material will be given on the spot if it is available after distributing to other attendees. In case it is not available, we will send the material after the conference is over.

In the event PaperMast Inc. dba. Compliancebrite cancels the seminar, PaperMast Inc. dba. Compliancebrite is not responsible for any airfare, hotel, other costs or losses incurred by registrants. Some topics and speakers may be subject to change without notice. Venue changes if any, would be notified to the attendees at least 7 days prior to the event.

Attendance confirmation and documents to carry to the seminar venue:
After we receive the payment from the registered attendee, an electronic event pass will be sent to the email address associated with the registrant 4 working days before the seminar date. Please bring the pass to the venue of the event.

Conference photograph / video:
By registering and attending PaperMast Inc. dba. Compliancebrite conference, you agree to have your photographs or videos taken at the conference venue and you do not have any objections to PaperMast Inc. dba. Compliancebrite using these photos and videos for marketing, archiving or any other conference related activities. You agree to release PaperMast Inc. dba. Compliancebrite from any kind of claims arising out of copyright or privacy violations.