

Course Description

Project Management for the Training and Development Professional AMS135

14 Professional Development Units / On-line 12

14 Education Hours / On-line 12

Overview

This course will introduce the concepts and tools of project management to individuals responsible for training and development in the corporate environment. This approach to development will enable participants to implement specific tools enabling them to reduce time to market on new training products. It is designed to help both the training professional and the functional manager design learning programs in a more focused way.

Participants will have an opportunity to experience how project management can be used when designing courses, writing curriculum and creating training effectiveness measurement programs. Each participant in this course will be asked to bring a current training and development project with them so they can produce scheduling, a work breakdown structure (WBS) and work packages against their initiative. It is expected that upon completion of this course participants will be able to apply basic project management tools to further enhance the efficiency relative to their current training and development activities.



Learning Objectives

- Understand the mindset necessary to apply project management as a cultural norm
- Explore the structure and process relative to project management and hear case studies of how the concept can be applied to training and development initiatives
- Practice building a Project Overview Statement for your current training and development project
- Assess project objectives and ensure deliverables are targeted toward true customer needs
- Use competency assessment tools and workflow analysis to determine appropriate staffing for training projects
- Align competencies with required tasks and initiate accountability around productivity
- Build a Work Breakdown Structure (WBS) and schedule for your training and development project using tools such as critical path method (CPM), Gantt charts and network diagrams to illustrate the initiative
- Use customized report formats to build a structure for individual and collective accountability
- Build punch list concepts to finalize deliverables and to create visible improvement opportunities
- Learn how to write and deliver a Lessons Learned Analysis (LLA) that contains data to feed into future training and development initiatives

Format

The format of the course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

Delivery Options

Duration

Two days / On-line 12 hours

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Who Should Attend

Any professional with the responsibility to oversee the design and development of training programs would benefit by taking this course.