

Course Description

Techniques to Effectively Manage Multiple Projects in a Training and Development Environment AMS182

21 Professional Development Units / On-line 18
21 Education Hours / On-line 18



Overview

This three-day course will introduce the concepts and tools of project management to individuals responsible for training and development and managing multiple projects in the corporate environment. To expertly manage multiple projects, you need to recognize priorities and delegate wisely. Communication skills such as negotiating and influencing become even more critical in the competition for project resources. To do that successfully, you need an extensive understanding of how risk, human resources, schedules, and costs must be integrated.

In this course, you will learn techniques for establishing priorities, identifying risks generated by the multi-project environment, sharing resources, and maximizing your leadership skills. 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 will be asked to bring a current training and development project to the class 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 structure of multiple projects
- Know the relationships between multiple projects
- How to structure the management of multiple projects
- 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
- 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 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 class is highly interactive and how-to oriented. Discussion of concepts and principles is followed by team exercises using a real project chosen by the attendees. The emphasis is on the practical application and adaptation of selected tools and processes.

Delivery Options

Duration

Three days / On-line 18 hours

Who Should Attend

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