

Project Management Certificate

Project managers are supervisors, team leaders, administrative professionals, or anyone who leads groups of people to complete projects. Projects usually consist of a one-time objective although project time lines can vary from a month to a few years depending on the size and scope of the project. Project managers most often are found in IT, health care, and manufacturing settings where new technologies and mandated regulations are frequently implemented. However, project managers can be used in any organization to implement new internal programs or to fulfill contracts with outside organizations. Successful project managers lead teams to complete projects on time and on budget. **Register for all four certificate courses and save 15 %.**

Core Courses:

Project Management Foundations

2.1 CEU/15 PDU's, \$599



This course provides an overview of the essentials to project management. Outcomes of this course include: being able to define projects and the role of the project manager, understanding the process groups and how they are affected by organizational culture, and employing leadership techniques to assure project success. The price of the course includes the book *Fundamentals of Project Management* by Lewis. This course meets 5 evenings for 3.5 hours each night.

Understanding Leadership Principles

0.72 CEU, \$219

This course covers all the basic principles for supervisors and managers including: leadership power, personality profiling, dealing with conflict, delegating, coaching, discipline, motivation and much more! Interesting group case studies, videos, key legal issues, and short exercises make this a fast paced, informative core competency course.

Elective Courses:

(Select two of following four courses)

Leading Teams

0.48 CEU, \$139

This course will examine the key requirements in establishing and maintaining a high performing team and the role of team leaders in ensuring the team's success. Specific topics include the role of the team leader in forming a team, establishing roles and norms, managing and resolving conflict, setting goals, and motivating team members.

Leading Change

0.72 CEU, \$219

This class outlines strategies to be successful as a change agent, including: understanding the dynamics of change; how to effectively embrace the chaos surrounding change without becoming unglued; discover the role our assumptions play in the change process; create a healthy climate and conversations regarding change; recognize people's predisposed resistors to change; how to optimize a change opportunity; effectively become a champion of change.

Managing Conflict

0.72 CEU, \$219

A Significant amount of time and energy at work is spent in conflict. Due to interaction with a broad range of people at work, the ability to manage conflicts is a key skill. In this course, participants learn to identify and understand primary causes of workplace conflict. Master the effective strategies for dealing with conflict, and learn to collaborate with even the most difficult co-workers. The Thomas-Kilmann Conflict Management Model will be examined and the five key conflict positions explored.

Managing Your Time

0.72 CEU, \$219

Learn practical tips and techniques to master your time, reduce your stress and become more productive. A collection of useful tools are presented along with a personal time management survey.

For additional information, go to www.nhcc.edu/cect. To register, click on *search and register online for classes*, click on *courses*, and click on *Project Management*.



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