

Managing Projects

Build processes - and people

April 21, 2015 - 8:30 a.m.-3:30 p.m.
Advance Business & Manufacturing Center
Green Bay, WI



Managing people who are temporarily assigned to a project under your leadership differs from managing an on-going workgroup. Because it is "only a project," special challenges are commonly encountered. Project team leadership, political strategies and member motivation is different.

You will discover ways to keep project team members working together efficiently and effectively. Discussion will cover:

- Planning accurate schedules and forecasting
- Creating budget estimates and contingencies
- Defining roles and responsibilities of team members
- Handling change control
- Setting your project up for success
- Managing stakeholders and expectations
- Managing project risks
- Methodologies

From long-range project planning, to political strategies for team building, to bringing closure to the assignment, you will leave with tools needed to be an exceptional project manager.

Who Should Attend:

- Small business owners
- Team leaders
- Supervisors
- Managers

Our workshops are designed for people who supervise others. The concepts and skills taught are also relevant to all who work with people in a team environment.

This workshop includes project management best practices crossing all industries, including manufacturing, service, healthcare, IT, and engineering. Whether you own your own business, or work in an office, at an agency, in a health care facility, or manufacturing plant, you will find the seminars applicable in your environment.

Instructor – Kay Wais



Kay Wais is the owner of Successful Projects. She has a PMP, a Masters Degree in Project Management, and bachelor's degree in business administration. She has been a small business owner since 1988, when she cofounded The AVS Group in La Crosse. She is currently the Director of the Certificate in Project Management,

which is a program that is offered through UW-Green Bay and other organizations. She has presented numerous project management workshops and classes and has trained many other project management instructors. She has taught project management at Viterbo University and Western Wisconsin Technical College.

She founded the La Crosse PMI Chapter, became its first president, and has served in other positions on the board. She is a current volunteer for the International Project Management Day global effort. Kay says that her biggest accomplishment has been the establishment of global Successful Project's licensees and distributors around the world, including locations in the UK, Singapore, Spain, Australia, Panama and Qatar.

Small Business Development Center

The Small Business Development Center (SBDC) at UW-Green Bay is your business resource. We have helped thousands of entrepreneurs in the New North successfully start or grow their business. The SBDC offers a full range of business management programs and seminars year-round for both established businesses and start-up companies. Business advisors teach business owners about best business practices. An advisor shares information and expertise with business owners or managers so that they can make changes. There is no charge for many of these confidential services.

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Seminar Site

Advance Business & Manufacturing Center
2701 Larsen Road, Green Bay

Seminar Meeting Time

8:30 a.m. - 3:30 p.m.

Confirmation

Prior to the seminar, you will receive a letter with directions to the seminar site.

Accommodations

If you need an accommodation for a disability to fully participate in this program, please call Ryan Kauth at 920-496-2117 at least three weeks prior to the program.

Available at Your Site

Customized, in-house presentations of these seminars are available. Call 920-496-2117 to discuss potential professional development and leadership options. Additional topics are available. Content will be tailored to meet your needs.

Cancellation/Refund

To receive a full refund, you must cancel no later than seven (7) business days prior to the start of the program. Cancellations after this time will be responsible for the full program fee.

Substitutes are welcome. Walk-ins are welcome — please call 24 hours in advance to ensure space availability. If you wish to transfer your registration to another seminar, a \$50 transfer fee is applied.

Available as part of the
Supervisory Leadership Certificate Program

Registration Form

Mail with payment to:
SBDC
2701 Larsen Road
Green Bay, WI 54303



Personal Information

Name: _____

Job Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Work Phone: _____ Home Phone: _____

Fax: _____ E-mail: _____

Payment Information

Managing Projects **\$200**

Three or More People from the Same Organization at the Same Time

Number of people: _____ x \$175 ea. = \$ _____

Name(s) of Participant(s) _____

Check or purchase order enclosed PO# (Payable to UWGB)

VISA MasterCard

Credit card number: _____

Card expires: _____ CVV#: _____

Print cardholder's name: _____

Cardholder's signature: _____

Contact Us

For more information, or if you would like to pay by P.O., contact us by:

Phone: 920-496-2117

Web: www.uwgb.edu/sbdc

E-mail: sbdc@uwgb.edu

Fax: 920-496-6009

Mail: SBDC
2701 Larsen Rd.
Green Bay, WI 54303

Funded in part through a Cooperative Agreement with the US Small Business Administration (SBA). Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Ryan Kauth, 2701 Larsen Road, Green Bay, WI 54303, and (920) 496-2117. The support given by the SBA does not constitute an expressed or implied endorsement of the opinions, products, or services of the SBDC. The Small Business Development Center services are part of the UW-Green Bay Division of Outreach and Adult Access. We are also a partner in education with the University of Wisconsin-Extension. SBDC programs are nondiscriminatory and available to individuals with disabilities. AA/EOE.

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