

# Managing Projects

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:

- How to pre-select key team members
- How to enlist power brokers and underground contacts
- Ways to run snappy, fun, efficient meetings
- Techniques for individual and team reporting
- Setting internal milestones to ensure project completion right from the start
- Projecting accurate timelines and budget estimates
- How to manage a crisis using a ‘think tank’ approach
- Tips for team and individual recognition

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.

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.

Managing Projects  
Invest in your future now!



Small Business Development Center 2471  
University of Wisconsin-Green Bay  
2701 Larsen Rd.  
Green Bay, WI 54303

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Supervisory Leadership Certificate Program

# Managing Projects

**Build processes - and people**

December 9 and 10, 2009

8:30AM-3:30PM

Business Assistance Center

Green Bay, WI



UNIVERSITY of WISCONSIN-GREEN BAY  
Small Business Development Center  
*Connecting learning to life*



# Managing Projects

**You will learn critical skills to make your projects run efficiently from inception to completion, such as how to:**

- assign tasks to team members based on natural talents
- easily tailor your communications
- use work break down structures to plan and track task completion
- set up quality control tests at each milestone to eliminate rework
- save thousands of dollars by establishing clear scope and goals at project start-up
- speed up projects when falling behind critical milestones
- conduct a careful project review analysis with 12 key questions

**Instructor: Michael Kiefer**

**Michael Kiefer** is a tactical leadership trainer who specializes in action-oriented supervision, project management and accelerated learning. In addition to addressing audiences throughout the United States, Michael has written bestselling books. Some of his titles include *The POWERMIND System*, *The Miracle Power of Goals*, *Millionaire Mindset*, *The Secret Power of Personal Journals*, and *Programming for Success*. Prior to becoming a full-time trainer and author, Michel headed up a high-output multimillion dollar DNA fingerprinting lab for seven years, and was principal investigator for the Powermind System Project for ten years. He holds BS and MS degrees in genetic engineering.

## 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.

## Small Business Development Center

The UW-Green Bay Small Business Development Center (SBDC) 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 these confidential services.



**UNIVERSITY of WISCONSIN-GREEN BAY**  
**Small Business Development Center**  
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### Seminar Site

Business Assistance Center  
2701 Larsen Road, Green Bay

### Seminar Meeting Time

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

### Seminar Date

Wednesday and Thursday, December 9 and 10, 2009

### 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 920/496-2114 at least three weeks prior to the program.

### 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.

Personal Information

## Registration Form

Detach form and mail with payment to:

SBDC  
2701 Larsen Road  
Green Bay, WI 54303

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Managing Projects** **\$425**

**Three or More People from Same Organization**

Number of people: \_\_\_\_ x \$375 ea. = \$ \_\_\_\_\_

Name(s) of Participant(s) \_\_\_\_\_

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

VISA  MasterCard

Credit card number: \_\_\_\_\_

Card expires: \_\_\_\_\_

Print cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Payment Information

Phone: 920-496-9010

Web: [www.uwgb.edu/sbdc](http://www.uwgb.edu/sbdc)

E-mail: [tromblec@uwgb.edu](mailto:tromblec@uwgb.edu)

Fax: 920-496-6009

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Contact Us