



Business Skills Course List:

Business Professionals

- Project Management Skills for Non-Project Managers – .5 Day
- Developing Yourself as a Leader – 1 Day



Project Management Skills for Non-Project Managers

Training Course Content

Course Description: Although you are not formally employed as a project manager, you may occasionally be called on to lead a small- to medium-sized project for your company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics on the project management process and the tools needed to manage small- to medium-size projects.

Course Objective: You will identify methods of effectively managing small- to medium-sized projects and achieving their stated objectives.

Course Duration: Half Day

Prerequisites: There are no prerequisites for this course.

Course Content

Lesson 1: Planning the Project

Topic 1A: Define the Project Requirements

Topic 1B: Create Your Project Plan

Lesson 2: Implementing the Project Plan

Topic 2A: Execute the Project Plan

Topic 2B: Monitor the Progress of the Project

Topic 2C: Negotiate for Success

Topic 2D: Evaluate the Process



Developing Yourself as a Leader

Training Course Content

Course Description: This course will provide the methods to perform a personal assessment so that new managers can identify areas for improvement and apply strategies to develop and grow their leadership capabilities.

Course Objective: You will identify strategies that will help you develop as an effective leader.

Course Duration: 1 Day

Prerequisites: There are no prerequisite skills needed for this course. Suggested courses include Practical Leadership, Leading and Managing Teams, and Emotional Intelligence for Managers.

Course Content

Lesson 1: Assessing Yourself as a Leader

Topic 1A: Assess Your Leadership Characteristics
Topic 1B: Assess How Others See Your Leadership
Topic 1C: Assess Your Environment

Lesson 2: Establishing Your Leadership Development Plan

Topic 2A: Identify Your Destination
Topic 2B: Establish Your Road Map
Topic 2C: Build a Leadership Development Plan