

1. Record Nr.	UNINA9910155075103321
Autore	Balakian Wes
Titolo	Project management training // Wes Balakian
Pubbl/distr/stampa	Alexandria, Virginia : , : ATD Press, , [2017] ©2017
ISBN	1-60728-097-3
Edizione	[1st edition]
Descrizione fisica	1 online resource (1 volume)
Collana	ATD workshop series
Disciplina	658.404
Soggetti	Project management - Study and teaching
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Sub-title on cover: includes all the activities, handouts, tools, and assessments you need to create and deliver powerful, effective training.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Intro -- Title Page -- Copyright -- The ATD Workshop Series -- Contents -- FOREWORD BY TONY BINGHAM -- PREFACE -- INTRODUCTION: HOW TO USE THIS BOOK -- Why Is Project Management Training Important? -- What Do I Need to Know About Training? -- How Much Time Will Preparation Take? -- What Are the Important Features of the Book? -- How Are the Agendas Laid Out? -- How Do I Use This Book? -- Key Points -- What to Do Next -- Additional Resources -- SECTION I: THE WORKSHOPS -- 1 TWO-DAY PROJECT MANAGEMENT WORKSHOP -- Project Management: From the Beginning -- A Word About Pre-Work -- A Word About the Slides, Notes, and Handouts -- Two-Day Workshop Objectives -- Two-Day Workshop Overview -- Day-One Overview -- Day-Two Overview -- Two-Day Workshop Agenda: Day One -- What to Do Between Workshop Days -- Two-Day Workshop Agenda: Day Two -- What to Do Next -- References -- 2 ONE-DAY PROJECT MANAGEMENT WORKSHOP -- Project Management: From the Beginning -- A Word About Pre-Work -- A Word About the Slides, Notes, and Handouts -- One-Day Workshop Objectives -- One-Day Workshop Overview -- One-Day Workshop Agenda -- What to Do Next -- References -- 3 HALF-DAY PROJECT MANAGEMENT WORKSHOP -- Project Management: From the Beginning -- A Word About Pre-Work -- A Word About the Slides, Notes, and Handouts -- Half-Day Workshop Objectives -- Half-Day Workshop Overview -- Half-Day Workshop Agenda -- What to Do Next --

Reference -- 4 CUSTOMIZING THE PROJECT MANAGEMENT WORKSHOPS -- Customizing the Content and Activities -- Customizing the Workshop Format -- Project Management Skills Series -- Small Bites- Lunch-and-Learn Seminars -- Customizing Delivery With Technology -- The Bare Minimum -- What to Do Next -- SECTION II: ESSENTIALS OF EFFECTIVE PROJECT MANAGEMENT TRAINING -- 5 IDENTIFYING NEEDS FOR PROJECT MANAGEMENT TRAINING -- Why Needs Analysis?. Strategic Needs Analysis -- Structured Interviews -- Focus Groups -- Surveys -- Individual Learning Needs Analysis -- The Bare Minimum -- Key Points -- What to Do Next -- Additional Resources -- 6 UNDERSTANDING THE FOUNDATIONS OF TRAINING DESIGN -- Basic Adult Learning Theory -- More Theoretical Ideas Important to Learning -- Multiple Intelligences -- Whole Brain Learning -- Theory Into Practice -- Establishing a Framework -- Identifying Behaviors -- Practicing -- Providing Feedback -- Making It Relevant -- The Bare Minimum -- Key Points -- What to Do Next -- Additional Resources -- 7 LEVERAGING TECHNOLOGY TO MAXIMIZE AND SUPPORT DESIGN AND DELIVERY -- Why Consider Learning Technologies? -- Opportunities to Use Learning Technologies -- When Designing Training -- Before Training -- During Training -- After Training -- While Building a Learning Community -- The Bare Minimum -- Key Points -- What to Do Next -- Additional Resources -- 8 DELIVERING YOUR PROJECT MANAGEMENT WORKSHOP: BE A GREAT FACILITATOR -- The Learning Environment -- Program Preparation Checklist -- Participant Materials -- Handouts -- Presentation Slides -- Workbooks and Journals -- Videos -- Toys, Noisemakers, and Other Props -- Facilitator Equipment and Materials -- A Strong Start: Introduction, Icebreakers, and Openers -- Feedback -- Role Plays -- Participant Presentations -- Ball Toss -- Journaling -- Responding to Questions -- Training Room and Participant Management -- A Word About Dealing With Difficult Participants -- An Unforgettable End -- The Bare Minimum -- Key Points -- What to Do Next -- Additional Resources -- 9 EVALUATING WORKSHOP RESULTS -- Levels of Measurement -- Level 1: Measuring Participant Reactions -- Level 2: Measuring the Extent to Which Participants Have Learned -- Level 3: Measuring the Results of Training Back on the Job. Level 4: Measuring the Organizational Impact of Training -- Return on Investment -- Reporting Results -- The Bare Minimum -- Key Points -- What to Do Next -- Additional Resources -- SECTION III: POST-WORKSHOP LEARNING -- 10 THE FOLLOW-UP COACH -- Before the Workshop Begins -- During the Workshop -- At the Close of the Workshop -- After the Workshop -- What to Do Next -- Additional Resources -- Training -- Project Management and Interpersonal Skills -- SECTION IV: WORKSHOP SUPPORTING DOCUMENTS AND ONLINE SUPPORT -- 11 LEARNING ACTIVITIES -- Learning Activities Included in Project Management Training -- 12 ASSESSMENTS -- Assessments Included in Project Management Training -- 13 HANDOUTS -- Handouts Included in Project Management Training -- 14 PROJECT MANAGER TOOLKIT -- Tools Included in the Project Manager Toolkit -- 15 ONLINE SUPPORTING DOCUMENTS AND DOWNLOADS -- Access to Free Supporting Materials -- Customizable Materials -- Working With the Files -- PDF Documents -- PowerPoint Slides -- ABOUT THE AUTHOR -- ABOUT ATD -- Back Cover.

---

## Sommario/riassunto

On time, on budget, within scope. You'll get them there. In today's competitive business environment, a prime ingredient to scalability, predictability, and consistency is having a proven method for getting things done. Project management delivers results that organizations of every size and industry need. Trainer and strategic global advisor

Wes Balakian has created highly effective two-day, one-day, and half-day workshops that take the guesswork out of project management training. Hit the ground running with complete programs and all the materials you'll need to deliver them. With the right tools, your engaging, interactive sessions will help participants practice key concepts in a group setting and learn project management best practices that give their organizations a competitive edge. Free tools and customization options The free, ready-to-use resources (PDF) that accompany this book include downloadable presentation materials, agendas, handouts, assessments, and tools. All workshop program materials, including MS Office PowerPoint presentations and MS Word handouts, may be customized for an additional licensing fee. Browse the licensing options in the Custom Material License pricing menu.

About the Series The ATD Workshop Series is written for trainers by trainers, because no one knows workshops as well as the practitioners who have done it all. Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other.

---