PROJECT MANAGEMENT ROADMAP
E-LEARNING COURSE PROMOTES PATIENT INJURY PREVENTION AND PROTECTION FROM HARM

How effectively your organization manages business initiatives speaks volumes to your senior executives, managers, shareholders, partners and customers. Marketplace competitiveness relies on having an adequate supply of talented and capable project managers. In the absence of these project managers, deadlines and opportunities are missed, operating costs exceed budgets and product quality is compromised.

Project management is a multi-faceted discipline. The Project Management Roadmap from MindLeaders, delivered by Elsevier MC Strategies, is designed to offer just the right amount of project management training to the people who need it at whatever level of project management they are.

THESE COURSES PREPARE YOUR LEADERS TO:

- Identify Goals
- Establish Critical Project Paths
- Effectively Direct Teams
- Manage Time and Resources
- Accurately Track Progress
- Manage Change
- Perform In-Process Testing to ensure desired customers

Training Also Available for Microsoft Project!
Microsoft Project is the most common project management software tool. But learning the broad scope of features within project can be daunting...even discouraging. MindLeaders has the solution! Comprehensive training in Microsoft Project is delivered right to your project managers’ desktops. The same easy-to-use learning interface that makes our other Microsoft Office training so enjoyable has been employed in the design of these course series:

- Project 2007
- Microsoft Office Project 2007
- MCTS 70-632
- Project 2003

Manage Your Projects
The Project Management Roadmap from MindLeaders, delivered by Elsevier MC Strategies, allows participants to delve as deeply into the project management field as they want. The central part of the roadmap teaches the core project management skills: how to structure and control a project for maximum effectiveness and results.

Facilitate Teamwork
There is much more to managing a project, though, than the nuts and bolts of the project itself. Project managers who want to get deeper into how to succeed in their role can stop into the important skills of team leadership, communication, and running meetings.
Build Your Network & Portfolio
The third level of project management competencies that really reinforces a project manager are the workplace skills that build the network of people the project manager works with to support his projects, delegate responsibilities efficiently and manage time and multiple projects efficiently.

An Engaging Learning Experience
MindLeaders courses, delivered by Elsevier MC Strategies, share a common user interface across all titles for a seamless, high quality learning experience. Courses make extensive use of Flash animations, audio tracks and full-motion video. Exercises provide opportunities away from the computer to put newly-found skills to work. Scenario-based role playing, quizzes and ample self-assessment opportunities challenges the learner’s knowledge. All courses are available 24/7 wherever an internet connection is available. Training administration can view reports anytime to immediately assess learners’ progress and performances.

Online Reference Library
Go deeper, go broader: Get even more information or learn about a more specific branch of project management.

Imagine having the best project management reference book titles available for reading by your leaders and team right from their desktop or laptop computers! MindLeaders courseware, delivered by Elsevier MC Strategies, presents these titles in their complete form...no condensations...with the kind of easy-to-use interface that will keep learners focuses on content and returning for more. Books are fully searchable and contain an integrated dictionary and note-taking facility.

GET CERTIFIED! PROJECT MANAGEMENT PROFESSIONAL (PMP)
The project Management Institute (PMI) administers a globally-accepted professional certification program. The Project Management Professional Certification series from MindLeaders maps to the PMP certification objectives and is designed to help a project manager prepare for the PMP exam. The project management series teaches the key elements of successfully managing a project. It and other MindLeaders courses meet the PMI education requirements for PMP and Certified Associate in Project Management (CAPM) candidates, and for the PMP-certified professionals. Full certification requirements may be found at http://www.pmi.org

Additional series of courses can be taken in order to prepare for the PMP or CAPM Examination to earn Professional Development Units (PDUs) towards a certification or maintenance of the certification, or just to build your own non-certified project management skills. PMI uses PDUs to quantify approved learning and professional services activities for certified Project Management Professional (PMP) and Program Management Professional (PgMP) credential holders.
BEGIN TODAY
An Elsevier MC Strategies sales representative is available to answer any questions you may have and can arrange demonstrations and trials of our courseware at your convenience. Call Elsevier MC Strategies at 866.416.6697 and visit us on the web at www.mcstrategies.com

In addition to the Project Management curriculum, Elsevier MC Strategies and MindLeaders offer a full range of courses in Desktop Productivity, IT Training & Certification, Leadership Development, Health & Safety, Food Safety Training & Certification and more.

TITLES INCLUDE:

- The Complete Project Management Office Handbook, Gerard M. Hill
- Effective IT Project Management. Anita Rosen
- Facilitating the Project Lifecycle: Skills & Tools to Accelerate Progress for Project Managers, Facilitators, and Six Sigma Project Teams, Janet A. Means, Tammy Adams
- The Fast Forward MBA in Project Management. Eric Verzuh
- Fundamentals of Project Management. James P. Lewis
- Information Systems Project Management. Jolyan Hallows
- Project Portfolio Management: A Practical Guild to Selecting Projects, Managing Portfolios, and Maximizing Benefits. Harvey A. Levine
- Six Sigma Team Dynamics: The Elusive Key to Project Success. George Eckers, Sandra Derickson
MANAGE YOUR PROJECT
LEADING THE PROJECT

Project Management
Professional Certification 2005:
Project Management Framework and initiating the Project.

Project Management
Professional Certification 2005:
Project Planning Processes.

Project Management
Professional Certification 2005:
Project Execution and Quality Management

Project Management
Professional Certification 2005:
Professional Responsibility

Project Management
Professional Certification 2005:
Practice Exams

Project Management
Project Management Overview

Project Management
Understanding the Project Manager’s Role

Project Management
Defining the Problem

Project Management
Determining the Strategy

Project Management
Developing the Work Breakdown Structure

Project Management
Estimating and Schedule Resources

Project Management
Understanding Scheduling Computations

Project Management
Tracking Project Activities

Project Management
Closing Out the Project

Project Management
Formalizing Project Management Standards

Project Management
Developing Projects Teams

Project Management
Ensuring Your Own Effectiveness

FACILITATE TEAMWORK
TEAM LEADERSHIP

Project management from a People Perspective: Working across Departments

Project Management from a People Perspective: Building and Leading a Team.

Teams that Work:
Building Effective Teams

Teams That Work:
Leading Effective Teams

Leadership:
Leadership in Freaked out Times [interview]

Leadership:
The Leadership Challenges: Enable Others to Act

Leadership:
The Leadership Challenges: Encourages the heart

Leadership:
The leadership Challenges: Model the Way

Leadership:
The Leadership Challenges: Inspire a Shared vision

Leading Teams:
Creating Successful Teams [Interview]

Leading Teams:
Successful Geo-Dispersed Teams [Interview]

MAXIMIZING COMMUNICATION
Project management from a people Perspective:
Communicating Effectively

Project Management from a People Perspective: Key Documentation

Communicating with Power:
Elements of Powerful Communication

Communication:
High Performance Communication

Communication:
The Styles Model Communicating with Power

Communication:
Active Listening

Communication:
Persuasive Appeals

Communication:
Modes of Persuasion

Communication:
Resolving Conflict

Communication:
Negotiation

Communication:
Working Wounded

Making Group Decisions

KEEPING MEETINGS UNDER CONTROL
Communication:
Working Wounded: Leading a Successful Meeting.

Time Management Fundamentals:
Managing Meetings

Communication:
Curing Common Meeting Ailments

Communication:
Keeping Meeting Participants Awake

BUILD YOUR NETWORK & PORTFOLIO
NETWORKING WITH PROJECT INFLUENCERS
Project Management from a People Perspective: Managing Project Stakeholders

Building Relationships: Socializing at Work

Building Relationships: Understanding Behavioral Intentions

Building Relationships: Choosing Your Approach

MANAGING TIME AND PROJECTS
Project Management from a People Perspective: Balancing Multiple Projects

Time Management for Maximum Productively: Taming Time

Time Management for Maximum Productivity: Avoiding Procrastination

Time Management for Maximum Productivity: Establish Goals

Time Management for Maximum Productivity: Apply Time Management Principals.

DELEGATION
Time Management of Maximum Productivity: Delegating Effectively

Management: Delegation Strategies.