

PM TRAINING

DISSEMINATION STATEMENT A

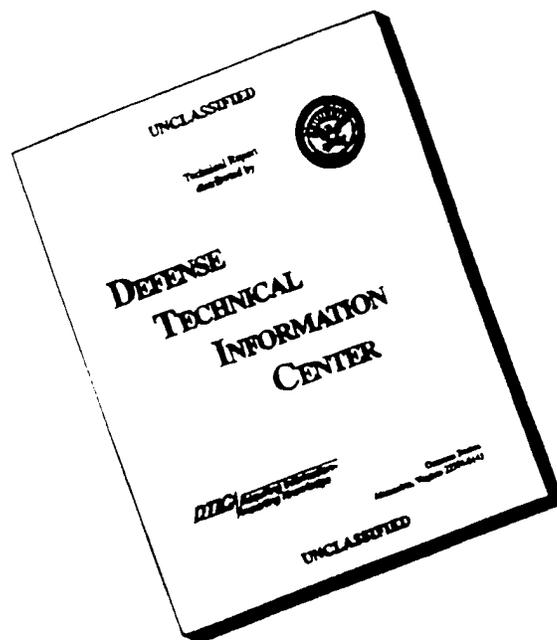
Approved for public release
Distribution Unlimited

PROJECT MANAGEMENT CAREER DEVELOPMENT AND TRAINING

COURSE DIRECTORY

19970103 046

DISCLAIMER NOTICE



THIS DOCUMENT IS BEST QUALITY AVAILABLE. THE COPY FURNISHED TO DTIC CONTAINED A SIGNIFICANT NUMBER OF PAGES WHICH DO NOT REPRODUCE LEGIBLY.

● **PROJECT MANAGEMENT
Career Development and
Training**

PM

● **Course
Directory**

1996

DTIC QUALITY INSPECTED 2

● **U.S. Army
Corps of Engineers**

CONTENTS

Table of Contents iii

INTRODUCTION I-1

1. INTRODUCTION COURSES TAB 1

 TAB 1 HELP SHEET TAB 1

 Generic Overviews ISG's

 Mission Overviews IP_'s

2. PREPARATION COURSES TAB 2

 TAB 2 HELP SHEET TAB 2

 Generic Survey Courses PSG's

 Mission Process Courses PP_'s

 Basic Focus Courses PF_'s

 Communication Skills PFC's

 Leadership Qualities PFL's

 Management Functions PFM's

3. ENHANCEMENT COURSES TAB 3

 TAB 3 HELP SHEET TAB 3

 Advanced Survey Courses ESG's

 Generic Process Courses EPG's

 Advanced Focus Courses EF_'s

 Leadership Qualities EFL's

INDEX OF COURSES X-1

 Categorical Index X-1

 Alphabetical Index X-7



INTRODUCTION

Directions for use of this Course Directory are included in the Career Handbook. Please consult the Handbook prior to using the Course Directory. This Introduction reviews the organization of the Directory and introduces the Index of Courses located at the end of the Directory.

ORGANIZATION

The Directory is divided into three major sections by tabs denoting the LEVEL of training for which the course entries are best suited: Introduction, Preparation, or Enhancement. Within these major sections, the entries are grouped in terms of their SCOPE, REALM, and, in the case of Generic courses, by their basic Focus. In the right margin of each entry are three "index tabs" which reflect these divisions and subdivisions. The contents of the Directory are outlined in Box 1 below.

INDEX OF COURSES

The Index of Courses has two parts: A categorical and an alphabetical list of courses.

The categorical list follows the outline in Box 1 below. Both lists show the LEVEL, SCOPE, and Focus of the course, and encode these data in a "file" name. These file names replace page numbers in the Directory. They allow users to locate a course entry by TITLE, or by category (LEVEL, SCOPE, and Focus). A key to the file names is provided in Box 2 below.

1. OUTLINE OF COURSE DIRECTORY

<u>Introduction</u> Training.....	TAB 1
o Generic Overviews	
o Mission Overviews	
<u>Preparation</u> Courses.....	TAB 2
o Generic Survey Courses	
o Mission Process Courses	
o Basic Focus Courses	
- Generic Subjects	
* Leadership Qualities	
* Management Functions	
* Communication Skills	
* Computer Application	
- Mission Subjects	
<u>Enhancement</u> Training.....	TAB 3
o Advanced Survey Courses	
o Generic Process Courses	
o Advanced Focus Courses	
- Generic Subjects	
* Leadership Qualities	
* Management Functions	
* Communication Skills	
* Computer Application	
- Mission Subjects	

2. KEY TO FILE NAMES USED TO IDENTIFY COURSE ENTRIES IN DIRECTORY

	<u>Survey</u>	<u>Process</u>	<u>Focus</u>
<u>Introduction</u>	ISG=Generic	IPC=Civil Works IPH=HTRW/Envir	IFL=Leadership
<u>Preparation</u>	PSG=Generic	PPC=Civil Works PPH=HTRW/Envir PPM=Military	PFC=Communication PFL=Leadership PFM=Management
<u>Enhancement</u>	ESG=Generic	EPG=Generic	EFL=Leadership

Note: Some categories are not represented in the Directory at this time (e.g., EFM=Management).

INTRODUCTION

TAB HELPERS

At the beginning of each major section of the Directory, the part of the Training Guide and the Career Development Plan for that LEVEL of training has been reproduced for quick reference. These charts have been modified to include the file name of the PPM function courses listed on them. (Note that the short course titles used on the charts may not correspond to the full titles used in the entries and index.)

Additional information on each course listed in the Career Development Plan can be found in the Master Training Plan. This plan is reproduced in Table A-3 of the PM Career Handbook. Among these data are the KSAs to be acquired if the course is taken. Most of the other information is included in the entries in the Course Directory.

TAB 1 HELP: TRAINING GUIDE -- PHASE 1 -- INTRODUCTION TO PROJECTS AND PROJECT MANAGEMENT

WORK ASSIGNMENT TRAINING
(On-Job & Developmental)

Rotational Assignments in the following 9 functions¹ 3 months in each of below:

- Project management
- Planning
- Engineering
- Construction
- Operations

1 month in each of below:

- Programs
- Real estate
- Contracting
- Facilities engr

Special Assignments

Instruction on the Job

Discussions w/ Supervisor

Discussions w/ Employees

1/ Assigned to Project Manager or Technical Manager where possible

2/ Design/Build Functions:
 - Planning
 - Engineering
 - Construction
 - Operations

FORMAL CLASSROOM TRAINING
(Govt & Non-Govt Courses)

GENERIC OVERVIEW COURSES
 Overviews of Universal PM Concepts, Methods, Process

- Proj Mgmt-762:1 [ISG-01]
- Proj Mgmt-762:x [ISG-02]
- Proj Mgmt-355 [ISG-03]

MISSION OVERVIEW COURSES
 Overviews of Corps Mission Related Business Processes

- Civil Works-086 [IPC-01]
- Military Programs
- Enviro/HTRW-350 [IPH-01]

SELECTED TECHNICAL COURSES
 Courses Pertaining to the Intern's Specialty Area(s)

- University Discipline
- Design/Build Function²

SELF-DEVELOPMENT ACTIVITY
(Courses, Reading, Other)

Academic Extension Courses
 Individual Reading and Study

Oral and Written Communication

Engineer-in-Training (EIT) Certificate (*if appropriate*)

Membership in Professional Associations

Membership in the Project Management Institute (PMI)

- Actual existing course
- Course to be developed
- A category of training

See Directory for details.

TAB 1 HELP: CAREER DEVELOPMENT PLAN FOR PM AND DDE/CHIEF PPM--GRADE LEVELS 05/07 & 09/11

Grade Level and PM Position	Formal Classroom All Functions	Formal Classroom PPM Function	On-the-Job Experience (plus prof)	Developmental Assignment FOA	Developmental Assignment Higher HQ
Grades 05/07 Intern ¹	* Intern Leadership Development	+ Intro to Project Mgmt-762 [ISG-01] + Project Mgmt Introduction Courses (see the Directory)	* Rotational Assignments: Planning, Engineering, Operations, Construction, and Programs and Project Mgmt (3 mos each)		
Grades 09/11 Technical Staff ¹ Intern ¹		+ Basic Project Mgmt-355 [ISG-03] + CW Orientation-086 [IPC-01] + HTRW Overview-350 [IPH-01] + Project Mgmt Introduction Courses (see the Directory)	+ Computer Literate # Participation Professional Organizations	* Programs, Real Estate, Contracting, and Facilities (1 month each)	

Note: The ACTEDS training categories and priorities that appear in the legend below are defined in part 4 of Handbook Table A-2.

✓ Target Position (Development and Training Target)	* Universal Training MANDATORY (MAND-PR I)	+ Universal Training HIGHLY RECOMMENDED (MAND-PR II)	# Universal Training RECOMMENDED (PR III)	+ \$ Competitive Trng HIGHLY RECOMMENDED	# \$ Competitive Trng RECOMMENDED
---	--	--	---	--	-----------------------------------

1/ PPM participates in the training of interns with rotational assignments in the function, but it is not a target function in the intern program and it does not provide other than rotational work assignments for interns. Nonetheless, interns, and graduated interns who have reached their target positions in other functions, may elect to pursue careers in programs and project management and follow the career development and training guidance contained in the PPM career ladder and the PPM career development and master training plans.

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Exportable (PROSPECT 762) (Introduction to Project Management I)				
LEVEL	<u>Introduction</u>	Preparation	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	Workshop	<u>Video</u>	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	8 hours				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	At convenience of participant(s)				
OFFERS	As needed				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms Halbrooks Phone: 205/722-5886	
PRICE	Not Applicable				
ABOUT	Provides an introduction to the principles and techniques of project management as applied in the Corps. There are five modules. The first module is for all Corps employees and is an all-day session. The other four modules, which are listed as preparation courses, are for program managers, project managers, technical managers, and project team members.				
RATING	Excellent	Good	Average	Fair	Poor

I
N
T
R
O
D
U
C
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ISG-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Exportable (PROSPECT 762) (Introduction to Project Management II-IV)				
LEVEL	<u>Introduction</u>	Preparation	Enhancement		
SCOPE	<u>Survey</u>	Process	Focus (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	Workshop	<u>Video</u>	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	2 days				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	As demanded by the participants				
OFFERS	At the convenience of participant(s)				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Jeff Seward Phone: 205/722-5872		
PRICE	unknown				
ABOUT	Modules II-IV focus on training in the principles and techniques of project management as applied within the Corps. These modules are video courses which demonstrate hands-on exercises. Modules II-IV are currently under development. Module I is listed as an introductory course.				
RATING	Excellent	Good	Average	Fair	Poor

I
N
T
R
O
D
U
C
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ISG-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management (PROSPECT 355)				
LEVEL	<u>Introduction</u>	Preparation	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	<u>Project</u>	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, Northeastern & Western Regions				
OFFERS	3 times per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division	Contact: Jeff Seward			
	P.O. Box 1600	Phone: 205/722-5872			
	Huntsville, AL 35807-4301				
PRICE	\$500 per student				
ABOUT	Provides the basic philosophy of project management, establishes and explains project management objectives, and provides tools for project management. The course seeks, through presentations, discussions, illustrations, and case studies, to provide guidance in using current project management techniques. Generic tools and techniques are reinforced by case studies.				
RATING	Excellent	Good	Average	Fair	Poor

I
N
T
R
O
D
U
C
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ISG-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Civil Works Orientation (PROSPECT 086)				
LEVEL	<u>Introduction</u>	<u>Preparation</u>	<u>Enhancement</u>		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	<u>Civil Works</u>	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	Workshop	Video	
MEDIUM	Cases	Simulation (w/ computer)		<u>Project</u>	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, Washington DC, Northwestern Region				
OFFERS	3 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms. Halbrooks Phone: 205/722-5886		
PRICE	\$515 per student				
ABOUT	Provides a basic understanding of the Corps Civil Works program, policies, and procedures. Designed for relatively new Corps employees. Types of studies, management of the Civil Works process, legislative and review processes, local cost-sharing agreements, CW program funding, public involvement, partnering, and trends and new developments.				
RATING	Excellent	Good	Average	Fair	Poor

I
N
T
R
O
D
U
C
T
I
O
N

P
R
O
C
E
S
S

C
I
V
I
L
W
O
R
K
S

THIS FILE (IPC-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Hazardous/Toxic and Radioactive Waste Overview (PROSPECT 350)				
LEVEL	<u>Introduction</u>	Preparation	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	Civil Works	Military	<u>HTRW/Environment</u>	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	Human Resource	
	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	St. Louis, Portland				
OFFERS	2 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks	
			Phone:	205/722-5886	
PRICE	\$645 per student				
ABOUT	Provides an overview of the Corps' role in HTRW activities (Civil Works HTRW program management not included). Summarizes programs such as Superfund, Defense Environmental Restoration Program, and work for others. Addresses organizational structure, project execution, contracting, laws and regulations, community relations, and risk assessment.				
RATING	Excellent	Good	Average	Fair	Poor

I
N
T
R
O
D
U
C
T
I
O
N

P
R
O
C
E
S
S

H
T
R
W

E
N
V
I
R

THIS FILE (IPH-01) WAS UPDATED
September 1995

TAB 2 HELP: TRAINING GUIDE -- PHASE 2 -- PREPARATION FOR PERFORMING PROJECT MANAGEMENT

WORK ASSIGNMENT TRAINING
(On-Job & Developmental)

Developmental Assignments in Project Management and Technical Management jobs (six to 12 months each)

Continued Journeyman Work Assignments

- 1/ Management Functions:
- Planning
 - Organizing
 - Monitoring
 - Controlling

and

- Scope Management
- Cost Management
- Time Management
- Human Resources Mgmt
- Quality Management
- Risk Management
- Contract Management
- Communications Mgmt

- 2/ Design/Build Function:

- Planning
- Engineering
- Construction
- Operations

- 3/ Project Management Professional

FORMAL CLASSROOM TRAINING
(Govt & Non-Govt Courses)

- GENERIC SURVEY COURSES
Surveys of Universal PM Concepts, Methods, Tools
- Project Ldrship [PSG-03]
 - The Complete PM [PSG-01]

- MISSION PROCESS COURSES
Courses on Corps Mission Project and Mgmt Processes
- CW Prog D/E-010 [PPC-01]
 - Civil Works-353 [PPC-02]
 - Mil Program-088 [PPM-01]
 - Enviro/HTRW-260 [PPH-01]

- GENERIC FOCUS COURSES
Courses Focused on Set of Universal PM Techs & Tools
- Leadership Qualities
 - Management Functions¹
 - Network Analysis [PFM-02]
 - Earned Val Mgmt [PFM-19]
 - Communication Skills
 - Computer Application

- MISSION FOCUS COURSES
Courses Focused on Mission PM Concepts and Techniques
- PCA/Fin Pln-315 [PFM-06]

- SELECTED TECHNICAL COURSES
Courses Pertaining to the Worker's Specialty Area(s)
- University Discipline
 - Design/Build Function²

SELF-DEVELOPMENT ACTIVITY
(Courses, Reading, Other)

Academic Extension Courses
Individual Reading and Study
Oral and Written Communication

Participation in Professional Associations
Participation in Project Management Institute (PMI)

Preparation for PMI PMP³ Certification

Professional Registration or Certification

- Actual existing course
 - Course to be developed
 - A category of training
- See Directory for details.

TAB 2 HELP: CAREER DEVELOPMENT PLAN FOR PM AND DDE/CHIEF PPM--GRADE LEVELS 11/12 & 12/13

Grade Level and PM Position	Formal Classroom All Functions	Formal Classroom PPM Function	On-the-Job Experience (plus prof)	Developmental Assignment FOA	Developmental Assignment Higher HQ
Grades 11/12 Project Manager (Junior PM) Technical Staff	+ Leadership Communication Skills + Computer Applications (e.g., PROMIS) + Contracting Overview # Human Resources I & II	+ Civil Works Prog D/E-010 [PPC-01] + Civil Works Proj Mgmt-353 [PPC-02] + Military Project Mgmt-088 [PPM-01] + Environment/HTRW PM-260 [PPH-01] + Project Mgmt Preparation Courses (see the Directory)	* Project Mgmt Experience: Project or Technical Mgr (24 months) # Certification as PMP + Participation Professional Organizations + Computer Literate	* Planning, Engineering, or Construction (12 mos each) + Operations, or Facilities (12 mos each)	
Grades 12/13 PPM Section Chief ✓ Project Manager (Journeyman PM) Project Manager (Junior PM) Technical Staff	* Leadership Education and Development (LEAD) * Basic Supervisory Course * Supervision and Group Performance # Seminar for New Managers # Human Resources III & IV	+ Network Analysis Sys-080 [PFM-02] + Earned Value Mgmt Systems [PFM-19] + PCA/Finance Plan Dev-315 [PFM-06] + Project Mgmt Preparation Courses (see the Directory) #\$ University LTT #\$ Planning and Project Mgmt Associates Program	* Project Mgmt Experience: Project or Technical Mgr (24 months) + Supervisory Experience (12 months) + Certification as PMP + Participation Professional Organizations + Computer Literate	* Planning, Engineering, or Construction (12 mos each) + Operations, or Facilities (12 mos each)	*\$ MSC/Division Programs and Project Mgmt (6 months)

Note: The ACTEDS training categories and priorities that appear in the legend below are defined in part 4 of Handbook Table A-2.

✓ Target Position (Development and Training Target)	* Universal Training MANDATORY (MAND-PR I)	+ Universal Training HIGHLY RECOMMENDED (MAND-PR II)	# Universal Training RECOMMENDED (PR III)	+\$ Competitive Trng HIGHLY RECOMMENDED	#\$ Competitive Trng RECOMMENDED
---	--	--	---	---	----------------------------------

1/ The ESRC Career Planning Board is considering PPM's request to designate PMP (Project Management Professional) certification of DDE (PPM) s as Mandatory, Priority I within 3-5 years.

PROJECT MANAGEMENT TRAINING COURSE	
TITLE	The Complete Project Manager
LEVEL	Introduction <u>Preparation</u> Enhancement
SCOPE	<u>Survey</u> Process <u>FOCUS</u> (if <u>underlined</u> , see Topic, Tasks, etc.)
REALM	<u>Generic</u> Civil Works Military HTRW/Environment
FIRST	No prerequisites
TOPIC	People/Relational Process/Informational
TASKS	Lead Plan Organize Monitor Control
PMBOK	Scope Cost Time Human Resource
(PMI)	Quality Risk Contract Communication
METHOD	<u>Lecture</u> Seminar <u>Workshop</u> Video
MEDIUM	Cases <u>Simulation (w/ computer)</u> Project
LENGTH	3 days
LOCALE	<u>Local</u> <u>Regional</u> Central
PLACES	Dublin, CA and other locations; or arranged by client
OFFERS	12 times per year; and by special arrangement
SERIES	
SOURCE	Pacific Bell Contact: Tatiana Gay 6377 Clark Ave. Rm 100 Phone: 510/551-3451 Dublin, CA 94568
PRICE	\$1,025 per student
ABOUT	Focuses on the people aspects of project management, emphasizing effective project leadership and team management. Uses computer-simulations to challenge students, through timed decision-making exercises, to be responsive to conflicting interests. It is based on the idea that project success is determined more by teamwork than by individuals' technical skills.
RATING	Excellent <u>Good</u> Average Fair Poor
THIS FILE (PSG-01) WAS UPDATED September 1995	

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Workshop				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	3 days				
LOCALE	<u>Local</u>	<u>Regional</u>	Central		
PLACES	Dublin, Ca; Lake Tahoe, CA; Orlando, FL; Baltimore,				
OFFERS	MD; New Orleans, LA; and as arranged by client				
SERIES	10 times per year; and based on customer demand				
SOURCE	Pacific Bell 6377 Clark Ave. Rm 100 Dublin, CA 94568		Contact:	Tatiana Gay	
			Phone:	510/551-3451	
PRICE	\$1,025 per student				
ABOUT	How to complete projects on schedule, within budget, and with the desired results. Topics include establishing clear project objectives including time frame and budget; specifying resources; scheduling and assigning responsibility; anticipating and handling potential problems; monitoring and modifying the project; and evaluating the success of the project.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Leadership			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	No prerequisites			
TOPIC	People/Relational	Process/Informational		
TASKS	Lead	Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource
(PMI)	Quality	Risk	Contract	Communication
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	<u>Video</u>
MEDIUM	Cases	<u>Simulation (w/ computer)</u>		Project
LENGTH	4-5 days (customized)			
LOCALE	<u>Local</u>	Regional	Central	
PLACES	Arranged with client			
OFFERS	Based on demand			
SERIES	STC Project Management Curriculum			
SOURCE	STC Group, Inc. 357 Springfield Avenue Summit, NJ 07901-4603	Contact:	Jeff Seward	Phone: 908/277-2852
PRICE	4 days: \$13,500 for up to 15 students (\$900 per student); \$3,00 5th day, \$150 each additional student			
ABOUT	Goes beyond project management tools and techniques by integrating management tasks (planning, implementing, using tools) and processes (building relationships and teams). Uses computer simulation, video, assessment instruments, discussions. Participants build a project plan, implement the plan using a computer simulation, and make decisions regarding the simulation.			
RATING	Excellent	<u>Good</u>	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Tools and Techniques				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	3 days				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Varies; arranged by client and vendor				
OFFERS	Based on demand; offered to groups only				
SERIES	STC Project Management Curriculum				
SOURCE	STC Group, Inc. 357 Springfield Avenue Summit, NJ 07901-4603		Contact: Jeff Seward Phone: 908/277-2852		
PRICE	\$7,800 for up to 25 students (\$312 per student)				
ABOUT	Covers the basic tools and techniques of project management. Includes lectures, case studies, discussions, and individual and group exercises. Topics include project definition; task generation; roles and responsibilities; cost and schedule estimates; critical path analysis; resource scheduling; risk analysis and contingency plans; tracking and managing projects.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-04) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Workshop				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation (w/ computer)</u>		Project	
LENGTH	3 days				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged by client and vendor;				
OFFERS	Based on-demand; offered to groups				
SERIES					
SOURCE	Davis and Dean 13110 NE 177th Place, Suite 171 Woddiville, WA 98072		Contact:	Jen Maurice Phone: 800/488-8172	
PRICE	\$1,595 to attend as individual; \$5,600 for a team of 3 to 4; \$27,900 for up to 24 individuals				
ABOUT	Participants manage a successful hardware/software development project by computer simulation. Topics include managing by project; organizing and leading the team; using the fundamentals and tools; planning, scheduling and controlling; getting work done on time and budget; computer use; project life cycle; customer viewpoint; business considerations.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-05) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Basic Project Management: Planning, Scheduling, and Control				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	<u>FOCUS</u> (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	30 locations around the U.S.				
OFFERS	90 times per year				
SERIES	AMA Curriculum for Project Management				
SOURCE	American Management Association 135 W. 50th Street New York, NY 10020-1201		Contact: no particular Phone: 800-262-9699		
PRICE	\$1,550 per student (\$1,350 members); \$1,320/1,150 for groups				
ABOUT	Through seminars, case studies, and workshops, covers everything from scheduling to work in progress. Topics include project organization; team building; schedule, budget, and resources; implementing and managing project plan; earned value; reporting and briefing; and administrative support.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-06) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Technical Project Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	2 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	10 locations around the country				
OFFERS	15 times per year				
SERIES	AMA Project Management Curriculum				
SOURCE	American Management Association 135 W. 50th Street New York, NY 10020-1201		Contact: no particular Phone: 800-262-9699		
PRICE	\$1,375 per student (\$1,195 members); reduced for groups				
ABOUT	Designed by engineers for engineers, scientists and other technical people. Topics include building a project team; obtaining commitment to objectives; work breakdown structure; planning and scheduling tools; project control (financial control, earned value, status reports, project review); status reports for management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-07) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Las Vegas, NV; Atlanta, GA; Washington, DC; TBA				
OFFERS	6 times per year				
SERIES	AGU Program and Project Management Program (Master's)				
SOURCE	American Graduate Univ. 733 North Dodsworth Ave. Covina, CA 91724		Contact:	Paul McDonald Phone: 818/966-4576	
PRICE	\$795 per student; \$695 for groups of three or more				
ABOUT	Provides comprehensive knowledge of project management. Includes in-depth coverage of project management organizations, procedures, and human skills needed for project management success. Covers 27 topics, including the management process, project management principles, project planning, risk management, technical management, quality management, leadership, and conflict management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-08) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Program Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	San Francisco, Orlando, Washington DC, TBA				
OFFERS	6 times per year				
SERIES	AGU Program and Project Management Program (Master's)				
SOURCE	American Graduate Univ. 733 North Dodsworth Avenue Covina, CA 91724		Contact:	Paul McDonald Phone: 818/966-4576	
PRICE	\$895 per student; \$795 for three or more together				
ABOUT	Provides complete knowledge of the program/project management process, based on processes used by the U.S. Government and primary subcontractors. Focuses upon the whole of program management. Illustrates how organizational structure and management systems are integrated into a total system of management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-09) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Technical Program Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Orlando, Washington DC, TBA				
OFFERS	6 times per year				
SERIES	AGU Program and Project Management Program (Master's)				
SOURCE	American Graduate Univ. 733 North Dodsworth Avenue Covina, CA 91724		Contact: Paul McDonald Phone: 818/966-4576		
PRICE	\$895 per student; \$795 for three or more together				
ABOUT	Provides comprehensive knowledge of technical program management. Covers all of the technical management processes in a program or project, including system engineering; concurrent engineering; integrated product development; technical specialty integration; manufacturing management; and technical program control. Covers 29 technical management topics.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-10) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Effective Project Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Ft. Lauderdale, FL; San Francisco, CA				
OFFERS	2 times per year				
SERIES					
SOURCE	Center for Professional Advancement P.O. Box 964 East Brunswick, NJ 08816-0964		Contact: no particular Phone: 908/613-4535		
PRICE	\$1,340 per student; \$1,280 for groups of 2 or more				
ABOUT	Covers essential knowledge and skills required to manage projects. Serves as an introduction to the management of projects. Emphasis is placed on practical approaches and techniques. Participants will learn the project management process; procedures and criteria for applying tools; motivation; communication; and planning and control techniques.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-11) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Managers Bootcamp				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	2 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Nashville, TN; Phoenix, AZ				
OFFERS	4 times per year				
SERIES					
SOURCE	Professional Services Management		Contact: Kim Scott		
	10 Midland Ave		Phone: 617/965-0055		
	Newton, MA 02158				
PRICE	\$795 per student				
ABOUT	Objectives of the course are to improve personal project management skills and to enhance project achievement. Attendees take home a 200+ page workbook. Topics include: project planning; productivity; contracts and negotiations; team management; quality; scheduling; budgeting; monitoring; finances; troubleshooting; and follow-up.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-12) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Skills for Success				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	<u>Simulation (w/ computer)</u>		Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Reston, VA; Los Angeles, CA; San Francisco, CA;				
OFFERS	20 times per year				
SERIES					
SOURCE	The Learning Tree 1805 Library Street Reston, VA 22090		Contact:	no particular	
			Phone:	703-709-9119	
PRICE	\$1,995 per student (\$1,945 pre-paid)				
ABOUT	Provides participants with concepts and procedures for organizing, planning, monitoring, and controlling projects. In-class workshops use manual and PC-based tools and techniques. Topics include overview; 6-step planning methods; organizing; running the project; leadership. Participants are supplied with ready-to-use guidelines, forms, and checklists.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-13) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Effective Skills for Technical Managers				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	<u>Workshop</u>	<u>Video</u>	
MEDIUM	Cases	Simulation	(w/ computer)	Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Washington, DC; Chicago, IL; San Diego, CA; L.A., CA				
OFFERS	20 times per year				
SERIES					
SOURCE	The Learning Tree 1805 Library Street Reston, VA 22090		Contact:	no particular	
			Phone:	703-709-9119	
PRICE	\$1,995 per student (\$1,945 pre-paid)				
ABOUT	This course is designed to refine and expand management skills. Course content includes motivating your team (motivators, ownership, teamwork, planning); developing your management style (team building, empowerment); quality techniques that work; effective communication skills and continued growth after the course.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-14) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management for Engineers and Managers				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Cambridge, MA; or arranged by client				
OFFERS	1 time per year (summer), or on client demand				
SERIES					
SOURCE	Massachusetts Institute of Technology		Contact:	F.J. McGarry	
	77 Massachusetts Ave, E-19-356		Phone:	617/253-2101	
	Cambridge, MA 02139-4307				
PRICE	\$2,950 per student				
ABOUT	Discusses different project management approaches, from project identification through implementation. Designed for engineers, planners, and economists who desire a firm foundation in modern project management techniques. Topic areas include the project management environment; performance in project management; project management and economics; and project financing.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-15) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Successful Project Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation	(w/ computer)		Project
LENGTH	3 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Pasadena, CA				
OFFERS	3 times per year; customized programs available				
SERIES					
SOURCE	California Institute for Technology		Contact:	no particular	
	Industrial Relations Center, 1-90		Phone:	818-395-4041	
	Pasadena, CA 91125				
PRICE	\$925 per student				
ABOUT	Project definition; roles and responsibilities of project managers and others; how to accomplish tasks. Topics include work breakdown; cost and scheduling; risk management; project team leading; monitoring and reporting progress; changes and replanning; contingency allowance; gaining support and resources; assuring customer satisfaction. Each participant will receive a textbook on project management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-16) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Design Project Management in Professional Practice				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		<u>Process/Informational</u>		
TASKS	Lead		<u>Plan</u>	<u>Organize</u>	<u>Monitor</u> <u>Control</u>
PMBOK	Scope	<u>Cost</u>	<u>Time</u>	<u>Human Resource</u>	
(PMI)	<u>Quality</u>	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	Cases	Simulation	(w/ computer)	Project	
LENGTH	1 semester				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Overland Park, KS				
OFFERS	1 time per year				
SERIES	Engineering Management Graduate Program				
SOURCE	Engineering Mngmt Program University of Kansas 12600 Quivira Road P.O. Box 25936 Overland Park, KS 66225-5936		Contact:	David Kraft Phone: 913/897-8560	
PRICE	\$411 per course				
ABOUT	This course includes planning, organizing, scheduling, staffing, directing, and controlling design projects. Treats those topics from viewpoints of profit, cost control, client satisfaction and project team human relations. Covers scheduling techniques of Gantt charts and PERT; delegation; motivation, team building; performance reviews; conflict resolution and group dynamics.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-17) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management for the 90's				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	3 or 5 days (customized length available)				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES	CES Project Mgmt. Professional Certification Series				
SOURCE	Corporate Educational Services	One Tower Lane, Suite 1000		Oakbrook Terrace, IL 60181	
	Contact: Ms. Piazza		Phone: 708/574-1994		
PRICE	\$11,600 or \$19,500 (12 to 25 students recommended)				
ABOUT	Interactive instruction project management concepts and techniques. Course includes up to 10 modules: introduction; life cycle; mapping; planning; scheduling; resource allocation; budgeting; tracking and control; project management systems; and continuous process improvement. Team training suggested to allow implementation of project plan developed during seminar.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-18) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Using a Project Management Methodology				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	1-4 days (customized in modules)				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES	On-Site Plus Results-Driven Training Systems				
SOURCE	On-Site Plus	Contact: Doyle Young		2001 Salvio Street, St. 1500 Phone: 510-746-7165	
	Concord, CA 94520				
PRICE	\$2,500 per day for a group of 35				
ABOUT	Summarizes the creation of a project management methodology (PMM), and familiarizes students with what is required from each part of the organization of project success. Topics include program/project/product development process overview; roles and responsibilities; planning; resource estimating; monitoring; control techniques; project completion.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

 S
U
R
V
E
Y

 G
E
N
E
R
I
C

THIS FILE (PSG-19) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Basic Project Management				
LEVEL	Introduction	<u>Preparation</u>		Enhancement	
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	Typically 3 days; can be tailored to 2 or 4.				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES					
SOURCE	Stanley E. Portney & Assoc. 44 Dorison Drive Short Hills, NJ 07078		Contact:	Donna Portny Phone: 201/376-8887	
PRICE	\$8,640 for up to 20 students for 3 days (\$432 per student); cost varies with length				
ABOUT	Provides a structured approach for project scheduling and resource planning; schedule and resource control; and keeping a supportive project environment and motivated team. Topics include project life cycle; management process; team management; power and influence; work breakdown; network diagram; scheduling; personnel resources; tracking and control.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-20) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Modern Methods for Managing Multiple Small Projects				
LEVEL	Introduction	Preparation	<u>Enhancement</u>		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	Human Resource	
	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	<u>Local</u>	<u>Regional</u>	Central		
PLACES	Houston, TX; East Brunswick, NJ; also on location				
OFFERS	2 times per year; or as desired on location				
SERIES					
SOURCE	Center for Professional Advancement P.O. Box 964 East Brunswick, NJ 08816-0964		Contact: no particular Phone: 908-613-4535		
PRICE	\$1,205				
ABOUT	Presents practical methods to address problems involved in managing multiple small projects: planning, scheduling, performance measurement and control; multi-project resource- and assignment-scheduling; roles and responsibilities; cost and schedule estimates; critical path analysis; resource scheduling; risk analysis and contingency plans.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-21) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management for Engineers				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	3 days				
LOCALE	<u>Local</u>	Regional	<u>Central</u>		
PLACES	Troy, MI; or at client site				
OFFERS	7 times per year; or based on-demand (for on-site)				
SERIES	Project Management Series				
SOURCE	GPS Technologies, Inc. 580 Kirts Blvd., Suite 310 Troy, MI 48084		Contact:	Mo McArthur Phone: 800/346-9533	
PRICE	\$660 per student (Troy); \$9,500 plus instructor expenses, for up to 24 people (\$400 per student)				
ABOUT	Participants learn how to plan, implement, and close out projects. Approximately, %30 of time spent on participant projects. Focuses on how to develop an effective project plan. Objectives include balancing technical, schedule, and budget aspects; learning scheduling methods; applying cost controls; develop resource utilization plans; applying communication skills; and assessing project risk.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (PSG-22) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Civil Works Program Development and Execution (PROSPECT 010)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	<u>Civil Works</u>	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	Cases	Simulation (w/ computer)	Project		
LENGTH	4 days				
LOCALE	Local	Regional	Central		
PLACES	To be designated				
OFFERS	2 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms. Halbrooks Phone: 205/722-5886		
PRICE	Centrally funded				
ABOUT	Provides a comprehensive understanding of Civil Works mission accomplishment, programming concepts and activities, and their interrelationships with mission accomplishment. Includes: 1) relevant Corps, administration, and congressional committee organizations; 2) program development ; 3) program defense; and 4) program execution.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

P
R
O
C
E
S
S

C
I
V
I
L
W
O
R
K
S

THIS FILE (PPC-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management-Civil Works (PROSPECT 353)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	<u>Civil Works</u>	Military	HTRW/Environment	
FIRST	Project Management (PROSPECT 355)				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation	(w/ computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Central and Northeastern Regions				
OFFERS	2 times per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks Phone: 205/722-5886	
PRICE	\$845 per student				
ABOUT	Provides the district project manager with management procedures and techniques necessary to deliver a successful civil works project. Through lectures, case studies, and exercises, course covers the entire spectrum, of management of civil works projects. Includes introduction to civil works; problem identification; reconnaissance; feasibility studies; budgeting; and construction management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

 P
R
O
C
E
S
S

 C
I
V
I
L
W
O
R
K
S

THIS FILE (PPC-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Civil Works Planning Program Management (PROSPECT 066)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	<u>Civil Works</u>	Military	HTRW/Environment	
FIRST	Civil Works Orientation (PROSPECT 086); GS-09 and above.				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	Cases	Simulation (w/	computer)	Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Central and Northeastern Regions				
OFFERS	2 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks	
			Phone:	205/722-5886	
PRICE	\$325 per student				
ABOUT	Presents an overview of Washington DC level Civil Works planning program management. Geared for field personnel with 1-5 years experience. Topics include agency organization and roles; recent changes; report management in HQUSACE; the budget cycle; budget program development, defense and execution; and the Continuing Authorities Program (CAP).				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

P
R
O
C
E
S
S

C
I
V
I
L
W
O
R
K
S

THIS FILE (PPC-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management-Environmental Restoration (PROSPECT 260)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	Civil Works	Military	<u>HTRW/Environment</u>	
FIRST	GS-09 or above				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Huntsville				
OFFERS	1 time per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks Phone: 205/722-5872	
PRICE	\$1,180				
ABOUT	Provides Environmental Restoration Project and technical Managers with USACE organization, mission procedures and techniques for managing projects. Topics include background (restoration, compliance, prevention, conservation); initiation; planning; funding; customer interface; reports; reviews; and both PM and TM execution responsibilities.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

P
R
O
C
E
S
S

H
T
R
W

E
N
V
I
R

THIS FILE (PPH-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Implementation of Hazardous and Toxic Waste Laws and Regulations (PROSPECT 356)			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	Survey	<u>Process</u>	Focus (if <u>underlined</u> , see Topic, Tasks, etc.)	
REALM	Generic	Civil Works	Military	<u>HTRW/Environment</u>
FIRST	GS-09 or above			
TOPIC	People/Relational		Process/Informational	
TASKS	Lead	Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource
(PMI)	Quality	Risk	Contract	Communication
METHOD	<u>Lecture</u>	Seminar	Workshop	<u>Video</u>
MEDIUM	Cases	Simulation (w/ computer)	Project	
LENGTH	4 days (also available on 8-hour video)			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	Huntsville, AL; Seattle, WA; Denver, CO			
OFFERS	3 times per year			
SERIES				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms. Halbrooks Phone: 205/722-5872	
PRICE	\$800 per student (\$200 for video)			
ABOUT	Trains USACE personnel involved with hazardous and toxic waste projects on Military and Civil Works projects in proper application of the Comprehensive, Environmental Response, Compensation and Liability Act of 1980 (CERCLA), Superfund (SARA); the Resource Conservation and Recovery Act of 1976 (RCRA); and other relevant environmental laws, regulations, and policies.			
RATING	Excellent	Good	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

P
R
O
C
E
S
S

H
T
R
W

E
N
V
I
R

THIS FILE (PPH-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management-Military Programs (PROSPECT 088)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	Civil Works	<u>Military</u>	HTRW/Environment	
FIRST	Project Management (PROSPECT 355)				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Western Region, Huntsville				
OFFERS	2 times per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks	
			Phone:	205/722-5886	
PRICE	\$555 per student				
ABOUT	Provides management procedures, tools, and techniques for managing military construction (MILCON) projects from design authorization through construction completion. Includes the MILCON budget cycle, regulations, planning and programming, the design process, A-E and in-house design management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

P
R
O
C
E
S
S

M
I
L
I
T
A
R
Y

THIS FILE (PPM-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Installation Support (PROSPECT 390)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	Generic	Civil Works	<u>Military</u>	HTRW/Environment	
FIRST	GS-07 and above				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	<u>Seminar</u>	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	5 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Savannah, GA				
OFFERS	1 time per year; available August 1996				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms. Halbrooks Phone: 205/722-5886		
PRICE	\$820 per student				
ABOUT	Provides a working knowledge of the missions, policies, procedures, and organizational structures of both the installation Directorate of Public Works and USACE district. Its purpose is to train DPW and district personnel involved in installation support services. Focuses on fostering a partnering relationship between the installation and district staff.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

P
R
O
C
E
S
S

M
I
L
I
T
A
R
Y

THIS FILE (PPM-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Interacting and Communicating with the Public (PROSPECT 190)			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	No prerequisites			
TOPIC	<u>People/Relational</u>		Process/Informational	
TASKS	<u>Lead</u>		Plan Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>
(PMI)	Quality	Risk	Contract	<u>Communication</u>
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video
MEDIUM	Cases	<u>Simulation</u> (w/ computer)		Project
LENGTH	3 days			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	Northeastern Region and Huntsville			
OFFERS	3 times per year			
SERIES				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms. Halbrooks Phone: 205/722-5886	
PRICE	\$530 per student			
ABOUT	Provides hands-on communication skills training for individuals to improve interactions with each other and the public. Increases awareness of different management styles, improves public communications techniques, demonstrates how to identify public attitudes and negotiation/conflict resolution skills. Role play, lectures, exercises, and a personality instrument are used.			
RATING	Excellent	Good	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Effective Writing Skills			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	No prerequisites			
TOPIC	People/Relational	<u>Process/Informational</u>		
TASKS	Lead	Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource
(PMI)	Quality	Risk	Contract	<u>Communication</u>
METHOD	Lecture	Seminar	<u>Workshop</u>	Video
MEDIUM	Cases	Simulation (w/ computer)		Project
LENGTH	3 days			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	Area Service Centers			
OFFERS	Varies by Center			
SERIES				
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington , VA 22209-2312		Contact:	no particular Phone: 703/312-7300
PRICE	\$420 per student			
ABOUT	An intensive review of all the skills you need to write well. Reviews basic grammar, punctuation, and sentence structure for clear writing. Objectives include: mastering selected grammar, punctuation, and style skills; writing a clear, informative, compact draft; and revising/rewriting to ensure clarity and conciseness. An intermediate level course in writing with in-class writing assignments.			
RATING	Excellent	Good	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Effective Briefing Techniques				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		<u>Process/Informational</u>		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	<u>Seminar</u>	Workshop	Video	
MEDIUM	Cases	<u>Simulation</u> (w/	computer)	Project	
LENGTH	4-5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington , VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$630 per student				
ABOUT	Teaches techniques of effective oral presentations. Makes use of videotape, brief lectures, role playing, films, and group discussions. Participants learn how to identify the purpose and objectives of the briefing; analyze the audience; select materials; deliver briefings; critique briefings; improve listening skills; and handle hostile audiences.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Interpersonal Communication				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		<u>Process/Informational</u>		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation</u> (w/ computer)		Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington , VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$420 per student				
ABOUT	Helps develop skills to improve working relationships and increase self-acceptance and self-esteem. Topics include: the communication process; human relations problems; problem-solving techniques; human needs and motivation; and job stress. Practical exercises, brief lectures, role playing, films, and group discussions are used.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-04) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Basic Communication Skills				
LEVEL	Introduction	<u>Preparation</u>		Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		<u>Process/Informational</u>		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation</u> (w/ computer)		Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington , VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$630 per student (may vary by Center)				
ABOUT	Highly interactive workshop to improve speaking, listening, and writing. Practice verbal, nonverbal, and coping skills. Videotape presentations for self-assessment. Key skills include listening and responding to others; giving well-planned oral presentations; developing new approaches; writing effectively. Course includes videotaped replay and evaluation, brief lectures, small and large group activities, and role-playing.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-05) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Communications I: How to Manage Conflict				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation	(w/ computer)	Project	
LENGTH	1 day				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES	CES Communications Skills Workshops (3)				
SOURCE	Corporate Educatnl Services		Contact:	Ms Piazza	
	One Tower Lane, Suite 1000		Phone:	708/574-1994	
	Oakbrook Terrace, IL 60181				
PRICE	\$5,700-7,500 per course (12-24 students recommended)				
ABOUT	Provides practice in skills critical to enhancing teamwork. Objectives are: identifying conflict management strategies; improving listening skills. Topics include: communications dynamics; barriers to listening; causes and effects of conflict; and coping skills.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-06) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Communications II: How to Connect with Others				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	1 day				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES	CES Communications Skills Workshops (3)				
SOURCE	Corporate Educatnl Services		Contact:	Ms Piazza	
	One Tower Lane, Suite 1000		Phone:	708/574-1994	
	Oakbrook Terrace, IL 60181				
PRICE	\$5,700-7,500 per course (12-24 students recommended)				
ABOUT	<p>Focuses on developing communication skills which build teamwork. Objectives include: identifying communication problems; listening actively; understanding nonverbal signals; problem-solving. Topics include: communications glitches; inner communication; interpersonal interaction. Team training is suggested.</p>				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-07) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Communications III: Leading Project Teams				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	<u>Seminar</u>	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	1 day				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES	CES Communications Skills Workshops				
SOURCE	Corporate Educational Services		Contact:	Ms. Piazza	
	One Tower Lane, Suite 100		Phone:	708/574-1994	
	Oakbrook Terrace, IL 60181				
PRICE	\$5,700-7,500 per course (12 to 14 students recommended)				
ABOUT	Provides practice in skills critical to enhanced teamwork, using group discussion, activities, instructional games; and role play. Objectives: understanding groups; observing leaders and power, knowing group stages; sharing leadership and management; vision; group process and communications; power; information sharing; adapting to groups.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

C
O
M
M
U
N
I
C
A
T

THIS FILE (PFC-08) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Human Resource Management I (PROSPECT 301)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, Northeastern, Central, & Western Regions				
OFFERS	8 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks Phone: 205/722-5886	
PRICE	\$370 per student				
ABOUT	This course is focused on the development of leadership and communication skills. There is an emphasis on a practical approach to problems supervisors and managers may encounter. Topics include: Corps vision and values; empowering members to excel; diversity; matching people with jobs; and managing stress.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Human Resource Management II (PROSPECT 302)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	<u>Quality</u>	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, Central and Western				
OFFERS	5 times per year				
SERIES	Human Resource Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms Halbrooks Phone: 205/722-5886	
PRICE	\$400 per student				
ABOUT	The major focus is on managing performance, including leadership, developing and appraising performance, team building, and transitions. Special attention is given to the quality movement in the Corps. Students learn how to formulate quality indicators, develop performance measures, prepare effective written communication, perform performance appraisals, and identify basic strategies for team building.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Human Resource Management III (PROSPECT 303)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		<u>Process/Informational</u>		
TASKS	<u>Lead</u>		Plan	<u>Organize</u>	<u>Monitor</u> Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	<u>Quality</u>	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, Central and Northeastern				
OFFERS	4 times per year				
SERIES	Human Resource Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms Halbrooks Phone: 205/722-5886	
PRICE	\$420 per student				
ABOUT	The major focus is on developing people. Emphasis is placed on the application of successful interviewing techniques, analysis of position requirements and preparation for screening applications, analysis of employees' development needs. Objectives: analyze employee performance, analyze position requirements, design criteria for work group success, build commitment to organizational values, and synthesize strategy for customer service.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE		P R E P A R A T I O N
TITLE	Human Resource Management IV (PROSPECT 304)	
LEVEL	Introduction <u>Preparation</u> Enhancement	
SCOPE	Survey Process <u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u> Civil Works Military HTRW/Environment	
FIRST	No prerequisites	
TOPIC	<u>People/Relational</u> Process/Informational	
TASKS	<u>Lead</u> Plan Organize Monitor Control	
PMBOK (PMI)	Scope Cost Time <u>Human Resource</u> Quality Risk Contract Communication	
METHOD	<u>Lecture</u> Seminar <u>Workshop</u> Video	
MEDIUM	<u>Cases</u> Simulation (w/ computer) Project	
LENGTH	5 days	
LOCALE	Local <u>Regional</u> Central	
PLACES	Huntsville, Central and Northeastern	
OFFERS	4 times per year	
SERIES	Human Resource Management Series	
SOURCE	Huntsville Division Contact: Ms Halbrooks P.O. Box 1600 Phone: 205/722-5886 Huntsville, AL 35807-4301	
PRICE	\$420 per student	
ABOUT	Discusses current concepts in human resources management among practicing professionals. Interactive exercises and discussions are used. Focus is on leadership, geared to helping the proven manager increase his/her effectiveness. Proceeds from theory to practical application (participatory activities). Topics include: employee performance, organizational output and operations, customer needs, leadership, and risk taking.	
RATING	Excellent Good Average Fair Poor	
THIS FILE (PFL-04) WAS UPDATED September 1995		

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Negotiating, Bargaining, and Dispute Resolution (PROSPECT 306)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK (PMI)	Scope	Cost	Time	Human Resource	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Central and Northeastern				
OFFERS	2 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms Halbrooks	
			Phone:	205/722-5886	
PRICE	\$930 per student				
ABOUT	Designed to make dispute resolution part of each Corps manager's tool kit. Enables managers to address conflict encountered in project management, regulatory, local cooperative agreements, operations and finances, base closure, and Superfund/DERP. Includes a variety of Alternative Dispute Resolution techniques and how to avoid/handle disputes.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-05) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Leadership Education and Developmnet (LEAD)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		<u>Process/Informational</u>		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	<u>Seminar</u>	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation</u> (w/	computer)	Project	
LENGTH	5 days				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged by installation instructor				
OFFERS	Based on need				
SERIES					
SOURCE	Center for Army Leadership Ft Leavenworth Ft Leavenworth, KS		Contact:	John Powell Phone: 913/758-3564	
PRICE	Funded by the Army, no cost to student organization				
ABOUT	Designed to develop and hone leadership and management skills. Covers supervision, team performance, and application of leadership competencies. Topics include: defining leadership, motivation, communication, counseling skills, conflict management, group development theory, team building, ethics, systems theory, problem-solving, and decision-making.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-07) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Effective Leadership Seminar				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	<u>Seminar</u>	Workshop	Video	
MEDIUM	Cases	Simulation (w/	computer)	<u>Project</u>	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wislon Blvd, Suite 1000 Arlington, VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$625 per student				
ABOUT	Examines concepts, techniques, and skills of leadership with an emphasis on the practical applications of leadership on the job. Focuses on selecting leadership styles and techniques, developing delegation and conflict management techniques, creating a positive work environment, developing enhanced work groups using team-building concepts.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-08) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Techniques of Negotiating				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation</u> (w/ computer)		<u>Project</u>	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wislon Blvd, Suite 1000 Arlington, VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$420 per student				
ABOUT	Teaches how to develop skills and strategies for conducting win-win negotiations. Not at course in negotiating procurement or labor-relations contracts. Emphasis on areas like compliance with Federal laws, interagency agreements, and employee performance. Topics include improvement of negotiating skills, negotiation action plans, negotiation philosophy, and non-verbal communication.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-09) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Leadership Assessment Program			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	No prerequisites			
TOPIC	<u>People/Relational</u>		Process/Informational	
TASKS	<u>Lead</u>		Plan	Organize Monitor Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>
	Quality	Risk	Contract	Communication
METHOD	Lecture	<u>Seminar</u>	Workshop	<u>Video</u>
MEDIUM	Cases	<u>Simulation</u> (w/ computer)		Project
LENGTH	7 days			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	Lancaster, PA; Denver, CO			
OFFERS	based on demand			
SERIES	OPM's management Development Centers program			
SOURCE	Eastern Management Development Center P.O. Box 1579 Lancaster, PA 17608-1579		Contact: no particular Phone: 717/399-0112	
PRICE	\$4,000 per student (includes tuition, meals and lodging); \$3,500 if funds are obligated by 12/31/95			
ABOUT	This is an intensive seminar designed to meet the needs of individuals who wish to move into managerial positions, or for individuals who are in the earliest stages of their management career. Topics will include: individual assessment of leadership potential; personalized feedback from specialists; enhance understanding of personal behaviors as they relate to effectively managing the workplace.			
RATING	Excellent	Good	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-10) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Managerial and Team-Building Skills for Project Managers				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	11 places around the country				
OFFERS	15-20 times per year				
SERIES	AMA Project Management Curriculum				
SOURCE	American Mgmt Association 135 West 50th Street New York, NY 10020-1201		Contact: no particular Phone: 800/262-9699		
PRICE	\$1,490 per student, \$1,295 if member, groups less				
ABOUT	Focuses on working effectively in a team environment. Specifically, stresses the people aspects of project management, emphasizing project and team leadership. Based on the idea that project success is determined more by teamwork than by individual technical skill. Covers team building, responsibility w/o authority, power, conflicting priorities, and organizational issues.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-11) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Team Leadership				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		<u>Project</u>	
LENGTH	2-4 days, usually 3, customized for client				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES					
SOURCE	Stanley E. Portny & Assoc 44 Dorison Drive Short Hills, NJ 07078		Contact:	Donna Portny Phone: 201/376-8887	
PRICE	\$9,640 for up to 20 students for 3 days (\$432 per student), varies with course length				
ABOUT	Objectives: to define "leadership"; study successful leaders; explore how leadership can lead to project team success; and determine students' leadership style and how to improve it. Topics include: how to lead effectively; leader motives and traits; knowledge requirements; interpersonal relations; communication; motivating others; personal leadership development plans.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-12) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Building an Effective Project Team				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation	(w/ computer)	<u>Project</u>	
LENGTH	2-4 days, usually 3, customized for client				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES					
SOURCE	Stanley E. Portny & Assoc 44 Dorison Drive Short Hills, NJ 07078		Contact:	Donna Portny Phone: 201/376-8887	
PRICE	\$9,640 for up to 20 students for 3 days (\$432 per student), varies with course length				
ABOUT	Objectives: to explore the elements of a successful project team; define team roles; and learn important team building skills. Topics include: team development; project management overview; member roles and responsibilities; personal operating style; interpersonal relations; communication; conflict management and resolution; and ongoing leadership.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-13) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Managers as Facilitators: Enabling Empowerment				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation	(w/ computer)	Project	
LENGTH	4 hours				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	On-site				
OFFERS	Based on demand				
SERIES					
SOURCE	William M. Hayden, Jr. 3063 Hartley Rd, Suite 4 Jacksonville, FL 32257		Contact:	Mr. Hayden Phone: 904/260-7700	
PRICE	\$1,500 per class of up to 30 students				
ABOUT	Learn how to link leadership and empowerment with facilitative skills. Focuses on the important role of the "facilitative leader" who must balance content and process while building consensus. Objectives: increasing sensitivity to individual differences; developing skills in resolving conflicts and providing feedback; and learning the skills for managing the meeting process.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (PFL-14) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Architect-Engineer (A-E) Contracting (PROSPECT 004)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	<u>Plan</u>	<u>Organize</u>	<u>Monitor</u>	Control
PMBOK	Scope	<u>Cost</u>	<u>Time</u>	Human Resource	
(PMI)	Quality	Risk	<u>Contract</u>	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, Northeastern, Central & Western Regions				
OFFERS	7 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks Phone: 205/722-5886	
PRICE	\$380 per student				
ABOUT	For personnel responsible for A-E contract procurement, or the supervision and administration of A-E contracts. A concentrated look at all aspects of A-E contracting from contract authorization to close-out. Covers acquisition laws and regs, selection, cost principles and estimates, negotiation, contract administration, contractor liability, and performance evaluations.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Network Analysis Systems (PROSPECT 080)			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	No prerequisites			
TOPIC	People/Relational	<u>Process/Informational</u>		
TASKS	Lead	<u>Plan</u>	<u>Organize</u>	<u>Monitor</u> <u>Control</u>
PMBOK (PMI)	Scope	<u>Cost</u>	<u>Time</u>	Human Resource
	Quality	Risk	Contract	Communication
METHOD	Lecture	Seminar	<u>Workshop</u>	Video
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project
LENGTH	5 days			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	Huntsville, Western, Central and Northeastern Regions			
OFFERS	5 times per year			
SERIES	Corps Project Management Series			
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301	Contact:	Ms Halbrooks Phone: 205/722-5886	
PRICE	\$330 per student			
ABOUT	The scheduling technique covered is useful on any complicated project. Provides an introduction to basic network scheduling and manual and computer analysis in both original schedules and progress updates. Examples are oriented toward construction. Covers logic development and basic diagramming techniques; uses of the diagram; determination of payment and progress; effects of stoppages, materials delivery, and revisions.			
RATING	Excellent	Good	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Cost Estimating Basics (PROSPECT 181)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	<u>Plan</u>	Organize	Monitor	Control
PMBOK (PMI)	Scope	<u>Cost</u>	Time	Human Resource	
	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Western, and Northeastern Regions				
OFFERS	2 times per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms Halbrooks Phone: 205/722-5886		
PRICE	\$665 per student				
ABOUT	Provides training in cost estimating fundamentals for military, civil works, HTRW, and other projects. A non-computer-based course designed to teach cost estimate preparation and the identification and classification of costs associated with projects. Topics include: organizational structure; regulations; estimating quantities; labor costs; equipment costs; indirect costs; unit pricing; cost escalation and contingencies.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Budget Training Course for Corps Employees (PROSPECT 254)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	GS-9				
TOPIC	People/Relational		<u>Process/Informational</u>		
TASKS	Lead		<u>Plan</u>	<u>Organize</u>	Monitor Control
PMBOK	Scope	<u>Cost</u>	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, St Louis, and Baltimore				
OFFERS	3 times per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms Halbrooks	
			Phone:	205/722-5886	
PRICE	\$625 per student				
ABOUT	Provides framework and knowledge of the federal budget process with emphasis on the Corps. Describes program and budget activities at all levels, and how they interrelate with Army, DOD, OMB, and Congress. Structured around the Division workload. Topics include: operating budgets; military and civil works programs/budgeting; budget execution; and statutory limitations.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-04) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	AMPRS and PROMIS for Managers (PROSPECT 307)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		<u>Process/Informational</u>		
TASKS	Lead		<u>Plan</u>	Organize	<u>Monitor</u> <u>Control</u>
PMBOK	<u>Scope</u>	<u>Cost</u>	<u>Time</u>	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/	computer)	Project	
LENGTH	4 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Huntsville				
OFFERS	2 times per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms Halbrooks Phone: 205/722-5886	
PRICE	\$980 per student				
ABOUT	Provides an overview for managers who use or intend to use either PROMIS or AMPRS: how each system is structured and used, and what information is available. Major topics include: structure, data items, upward reporting, and system use for both AMPRS and PROMIS; types of projects and project phases in each system; and what information is available from each system and how it may be used for management.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-05) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	PCA/Finance Plan Development (PROSPECT 315)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	Generic	<u>Civil Works</u>	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	<u>Plan</u>	Organize	<u>Monitor</u>	<u>Control</u>
PMBOK	<u>Scope</u>	<u>Cost</u>	<u>Time</u>	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation	(w/ computer)	Project	
LENGTH	3 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	St Paul, MN				
OFFERS	1 time per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms Halbrooks Phone: 205/722-5886		
PRICE	\$850 per student				
ABOUT	Provides participants with the basic knowledge, skills, and abilities needed to develop PCA packages and to conduct financial analyses. Topics include: policy for new start/local cooperation agreement process; non-federal financing considerations; program management and implementation procedures and applications; budgeting, funding, and construction scheduling.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-06) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Construction Contract Administration (PROSPECT 366)				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	<u>Plan</u>	Organize	<u>Monitor</u>	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	<u>Contract</u>	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	5 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Huntsville, North- & South-eastern, Central, Western				
OFFERS	6 time per year				
SERIES	Corps Project Management Series				
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact: Ms Halbrooks Phone: 205/722-5886		
PRICE	\$495 per student				
ABOUT	Provides a basic overview of the DOD acquisition process as it relates to construction contracts. It develops the typical procedures and responsibilities required to administer a fixed-price construction contract -- the FAR acquisition process and construction management functions in a typical field office.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-07) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE					
TITLE	Quality Service to the Public/Service Excellence				
LEVEL	Introduction	<u>Preparation</u>		Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>	Plan Organize		Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	<u>Quality</u>	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		<u>Project</u>	
LENGTH	1-2 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington, VA 22209-2312		Contact:	no particular	
			Phone:	703/312-7300	
PRICE	\$335 per student				
ABOUT	Introduces the cornerstone concepts of service quality. Assists student in developing a professional office image. Activities include: identifying customer needs and expectations; practicing techniques leading to customer satisfaction; analyzing strengths and weaknesses within one's organization.				
RATING	Excellent	Good	Average	Fair	Poor
THIS FILE (PFM-08) WAS UPDATED September 1995					

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Constructive Conflict Resolution/Conflict Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	Simulation (w/ computer)		<u>Project</u>	
LENGTH	2-3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington, VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$420 per student				
ABOUT	In general, provides techniques to manage organizational conflict. Topics include: cooperative working relationships; conflict resolution skills; causes of conflict; verbal and non-verbal communication for conflict; and constructive expression of feelings and beliefs.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-09) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Assertiveness Skills for Supervisors and Managers				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	<u>Human Resource</u>	
	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	Cases	Simulation (w/	computer)	<u>Project</u>	
LENGTH	2 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington, VA 22209-2312		Contact:	no particular Phone: 703/312-7300	
PRICE	\$335 per student				
ABOUT	Teaches skills that will assist in expressing oneself effectively. Persuasive communication, providing feedback, mediating conflicts, handling daily pressures, maintaining relationships with people. Recognition and practice of assertiveness skills.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-10) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Making Meetings Work/Planning and Managing Meetings				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation</u>	(w/ computer)	<u>Project</u>	
LENGTH	2-3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Area Service Centers				
OFFERS	Varies by Center				
SERIES					
SOURCE	Office of Personnel Mgmt Washington DC Training Cntr 1400 Wilson Blvd, Suite 1000 Arlington, VA 22209-2312		Contact:	no particular	
			Phone:	703/312-7300	
PRICE	\$420 per student				
ABOUT	Helps plan a practical agenda, keep meetings on time, increase participation, and move the group to consensus. Helps meeting members create a positive atmosphere, make suggestions, and work productively to reach decisions. Skills are developed to overcome hostility and negativity. Participants are video-taped conducting a meeting, for self-evaluation.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-11) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE		P R E P A R A T I O N
TITLE	Project Management: Planning, Scheduling, and Control Techniques	
LEVEL	Introduction <u>Preparation</u> Enhancement	
SCOPE	<u>Survey</u> Process <u>FOCUS</u> (if <u>underlined</u> , see Topic, Tasks, etc.)	
REALM	<u>Generic</u> Civil Works Military HTRW/Environment	
FIRST	No prerequisites	
TOPIC	People/Relational Process/Informational	
TASKS	Lead Plan Organize Monitor Control	
PMBOK (PMI)	Scope Cost Time Human Resource	
	Quality Risk Contract Communication	
METHOD	<u>Lecture</u> Seminar <u>Workshop</u> Video	
MEDIUM	Cases Simulation (w/ computer) Project	
LENGTH	5 days	
LOCALE	Local <u>Regional</u> Central	
PLACES	OPM Area Service Centers/Regional Offices	
OFFERS	Varies by area	
SERIES		
SOURCE	US OPM Contact: no particular Washington Training Center Phone: 703-312-7300 1400 Wilson Blvd. Suite 200 Arlington, VA 22209-2312	
PRICE	\$360 per student	
ABOUT	Teaches how to organize and manage a project. Topics include project cycles; management approaches; scheduling and work breakdown structure; baselines; controlling schedules and costs; reporting; computer software.	
RATING	Excellent Good Average Fair Poor	
THIS FILE (PFM-12) WAS UPDATED September 1995		

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Strategic Project Planning			
LEVEL	Introduction	<u>Preparation</u>	Enhancement	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	No prerequisites			
TOPIC	People/Relational	<u>Process/Informational</u>		
TASKS	Lead	<u>Plan</u>	<u>Organize</u>	<u>Monitor</u> <u>Control</u>
PMBOK (PMI)	<u>Scope</u>	<u>Cost</u>	<u>Time</u>	<u>Human Resource</u>
	<u>Quality</u>	<u>Risk</u>	<u>Contract</u>	Communication
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video
MEDIUM	Cases	Simulation (w/ computer)		<u>Project</u>
LENGTH	2 days			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	Houston; New Brunswick, NJ; or arranged with client			
OFFERS	4 times per year, or as needed			
SERIES				
SOURCE	Center for Professional Advancement P.O. Box 964 East Brunswick, NJ 08816-0964		Contact: no particular Phone: 908/613-4500	
PRICE	\$825 per student			
ABOUT	Presents an effective process for Project Execution Planning. Introduces Project Execution Plan (PEP), their software package. Participants develop PEP elements: Project Charter (goals, objectives, scope), Project Planning Basis (risk, organization, contract, milestones), Strategic Plan for Control (cost, schedule, quality, environment, safety, design, materials, construction/operations, special factors).			
RATING	Excellent	Good	Average	Fair Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-13) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Risk Analysis and Management				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	<u>Plan</u>	Organize	<u>Monitor</u>	<u>Control</u>
PMBOK	Scope	<u>Cost</u>	<u>Time</u>	Human Resource	
(PMI)	Quality	<u>Risk</u>	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	San Diego, Washington, and others as announced				
OFFERS	6 times per year				
SERIES	AGU Program & Project Mgmt Program (Master's)				
SOURCE	American Graduate University	Contact:	Paul McDonald		
	733 North Dodsworth Ave	Phone:	818/966-4576		
	Colvina, CA 91724				
PRICE	\$695 per student				
ABOUT	Covers all aspects of risk mgmt: identification, assessment, handling, communication. A series of qualitative and quantitative tools are applied. 21 topics including: introduction to risk and risk management; qualitative and quantitative analysis; risk management implementation; cost, schedule, and technical risk analysis; managing risk; integrated risk analysis; communicating risk; and software tools.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-14) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Performance Management Systems				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	Plan	Organize	<u>Monitor</u>	<u>Control</u>
PMBOK	Scope	<u>Cost</u>	<u>Time</u>	Human Resource	
(PMI)	<u>Quality</u>	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Orlando, Las Vegas, and others as announced				
OFFERS	6 times per year				
SERIES	AGU Program & Project Mgmt Program (Master's)				
SOURCE	American Graduate University 733 North Dodsworth Ave Colvina, CA 91724		Contact:	Paul McDonald Phone: 818/966-4576	
PRICE	\$795 per student, \$695 for groups of 3 or more				
ABOUT	Covers all aspects of project performance management, emphasizing increased ability to complete projects on time, at or under budget, in compliance with performance requirements, and to the customer's satisfaction. Integrates performance management into the project management system. Covers 26 topics ranging from a performance measurement overview, to cost/control accounting, to implementing performance measurement.				
RATING	Excellent	Good	Average	Fair	Poor

THIS FILE (PFM-15) WAS UPDATED
September 1995

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Contracting and Procurement for Project and Technical Personnel				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	Plan	<u>Organize</u>	<u>Monitor</u>	<u>Control</u>
PMBOK	Scope	<u>Cost</u>	Time	Human Resource	
(PMI)	Quality	Risk	<u>Contract</u>	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Washington, and others as announced				
OFFERS	6 times per year				
SERIES	AGU Program & Project Mgmt Program (Master's)				
SOURCE	American Graduate University 733 North Dodsworth Ave Colvina, CA 91724		Contact:	Paul McDonald Phone: 818/966-4576	
PRICE	\$695 per student				
ABOUT	Explains contracting and procurement processes and the roles and responsibilities of people involved. Teaches proven methods for meeting requirements. Provides 1) a contracting overview, 2) review of management problems associated with contracts, 3) relevant laws, regulations and procedures, and 4) training in skills needed to solve contracting problems.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-16) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Scheduling Techniques				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		<u>Process/Informational</u>		
TASKS	Lead		<u>Plan</u>	<u>Organize</u>	<u>Monitor</u> <u>Control</u>
PMBOK	Scope	<u>Cost</u>	<u>Time</u>	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	San Francisco, Washington, and others as announced				
OFFERS	6 times per year				
SERIES	AGU Program & Project Mgmt Program (Master's)				
SOURCE	American Graduate University 733 North Dodsworth Ave Colvina, CA 91724		Contact:	Paul McDonald Phone: 818/966-4576	
PRICE	\$695 per student				
ABOUT	Covers in detail the array of scheduling tools and techniques with emphasis on Network Scheduling Techniques (CPM, PDM, PERT). Techniques such as Gantt charts, line of balance, resource leveling, schedule base lining, schedule risk assessment, and schedule maintenance are covered. Deals with interpreting schedule reports, early warning detection, summarization of schedule performance, and how to avoid unrealistic schedules.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-17) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Scheduling				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		<u>Process/Informational</u>		
TASKS	Lead		<u>Plan</u>	<u>Organize</u>	<u>Monitor</u> <u>Control</u>
PMBOK	Scope	<u>Cost</u>	<u>Time</u>	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	2 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Boston, Las Vegas				
OFFERS	5-6 times per year, back to back w/ Earned Value				
SERIES	Cost and Schedule Performance Management Systems				
SOURCE	Performance Mgmt Associates		Contact:	Jim Wrisley	
	15 Via Verona		Phone:	407/694-1647	
	Palm Beach Gardens, FL 33418-3720				
PRICE	\$575 per student, 20% off for groups of 3 or more				
ABOUT	Course is organized into 9 modules: introduction; types of schedules; schedule development process; networks and their development; calculating the network; resource application; schedule baseline; schedule reporting and analysis; and current topics.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-18) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Earned Value Management Systems				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		<u>Process/Informational</u>		
TASKS	Lead		<u>Plan</u>	<u>Organize</u>	<u>Monitor</u> <u>Control</u>
PMBOK (PMI)	Scope	<u>Cost</u>	<u>Time</u>	Human Resource	
	<u>Quality</u>	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Boston, Las Vegas				
OFFERS	5-6 times per year, back to back w/ Proj Scheduling				
SERIES	Cost and Schedule Performance Management Systems				
SOURCE	Performance Mgmt Associates		Contact:	Jim Wisley	
	15 Via Verona		Phone:	407/694-1647	
	Palm Beach Gardens, FL 33418-3720				
PRICE	\$675 per student, 20% off for groups of 3 or more				
ABOUT	Course is organized into 9 modules: performance management concepts; organizing project work; planning for performance measurement; accumulating performance data; monitoring project performance; controlling project baselines; assessing project performance; system compliance; and a summary.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-19) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Budgeting Techniques for On-Time, On-Budget Project Performance				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC TASKS	People/Relational	<u>Process/Informational</u>			
PMBOK (PMI)	Lead	Plan	Organize	Monitor	Control
	Scope	Cost	Time	Human Resource	
	<u>Quality</u>	Risk	Contract	Communication	
METHOD MEDIUM	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
	Cases	Simulation (w/ computer)		<u>Project</u>	
LENGTH	3 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Chicago, Washington, Atlanta, New York				
OFFERS	1 time per year				
SERIES	AMA Project Management Curriculum				
SOURCE	American Mgmt Association 135 West 50th Street New York, NY 10020-1201		Contact:	no particular	
			Phone:	800/262-9699	
PRICE	\$1,375 per student, \$1,195 if member, groups less				
ABOUT	Hands-on experience to increase project success and assure on-time, on-budget performance. Topics include: causes of project failure; project budgeting purposes and concepts; quality, schedule, and budget baselines; estimating approaches; metrics and cost models; schedule and cost management. Participants work in teams to create a budget plan for their own organizations.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-20) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Planning and Tracking				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	<u>Process/Informational</u>			
TASKS	Lead	<u>Plan</u>	<u>Organize</u>	<u>Monitor</u>	<u>Control</u>
PMBOK	<u>Scope</u>	<u>Cost</u>	<u>Time</u>	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	<u>Seminar</u>	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		Project	
LENGTH	1 day				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES	CES Project Management Certification Series				
SOURCE	Corporate Educatnl Services		Contact: Ms Piazza		
	One Tower Lane, Suite 1000		Phone: 708/574-1994		
	Oakbrook Terrace, IL 60181				
PRICE	\$5,700-7,500 per course (15-25 participants)				
ABOUT	Provides a foundation in the techniques and tools for realistic planning, scheduling, and monitoring projects. Objectives: develop work plan; determine requirements; break down work; plan sequence of activities; assign responsibility; establish milestones; determine required resources; negotiate commitments. Intact team training is recommended to allow implementation of actual project plan developed during seminar.				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-21) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Planning, Scheduling and Control				
LEVEL	Introduction	<u>Preparation</u>	Enhancement		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	<u>Simulation</u>	(w/ computer)	Project	
LENGTH	3 days				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES					
SOURCE	On-Site Plus 2001 Salvio Street, St. 1500 Concord, CA 94520		Contact:	Doyle Young Phone: 510/746-7165	
PRICE	\$2,500 per day (up to 25 students, plus \$50 per workbook and instructor travel (customizing extra))				
ABOUT	Project planning, scheduling, management, and control tools. Topics include project planning (scope, work plan); project requirements (milestones, needs, constraints); logical design (network analysis); implementation (communicating, assigning tasks); construction (tracking, reporting, controlling); documentation and evaluation (check results against plans, software considerations).				
RATING	Excellent	Good	Average	Fair	Poor

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

THIS FILE (PFM-22) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE	
TITLE	The Art of Project Management
LEVEL SCOPE REALM	Introduction <u>Preparation</u> Enhancement <u>Survey</u> Process <u>FOCUS</u> (if <u>underlined</u> , see Topic, Tasks, etc.) <u>Generic</u> Civil Works Military HTRW/Environment
FIRST	No prerequisites
TOPIC TASKS PMBOK (PMI)	People/Relational Process/Informational Lead Plan Organize Monitor Control Scope Cost Time Human Resource Quality Risk Contract Communication
METHOD MEDIUM	<u>Lecture</u> Seminar <u>Workshop</u> Video <u>Cases</u> <u>Simulation (w/ computer)</u> Project
LENGTH LOCALE PLACES OFFERS SERIES	2 days <u>Local</u> Regional Central on-site Based on demand
SOURCE	AGS Management Systems Contact: John Sullivan 880 1st Avenue Phone: 610-265-1550 King of Prussia, PA 19406
PRICE	\$180 per student per day (12 students maximum)
ABOUT	Identifies the project process. Topics include project objectives (scope, approach, time frame, cost, success criteria); project plan (work breakdown structure, critical path scheduling, estimating); project schedule (priorities, date constraints); and project control. A case study is used throughout the course, using AGS firstCASE project management software.
RATING	Excellent Good Average Fair Poor
THIS FILE (PFM-23) WAS UPDATED September 1995	

P
R
E
P
A
R
A
T
I
O
N

F
O
C
U
S

M
A
N
A
G
E
M
E
N
T

TAB 3 HELP: TRAINING GUIDE -- PHASE 3 -- ENHANCEMENT OF KEY PROJECT MANAGEMENT SKILLS

WORK ASSIGNMENT TRAINING
(On-Job & Developmental)

Developmental Assignments in Project Management and Technical Management Jobs (same and other echelons)
 IPA/Interagency Personnel Agreement Assignment with Other Governmental Agency (or qualifying customer)

1/ Management Functions:

- Planning
- Organizing
- Monitoring
- Controlling
- and
- Scope Management
- Cost Management
- Time Management
- Human Resources Mgmt
- Quality Management
- Risk Management
- Contract Management
- Communications Mgmt

2/ Design/Build Function:

- Planning
- Engineering
- Construction
- Operations

3/ Project Management Professional

FORMAL CLASSROOM TRAINING
(Govt & Non-Govt Courses)

- ADVANCED SURVEY COURSES
 Surveys of Universal PM Concepts, Methods, Tools
- PPM Associates Program
 - PM Beyond Techs [ESG-01]
 - LTT in Degree Programs

- GENERIC PROCESS COURSES
 Advanced Workshop Courses on PM Concept and Process
- PM Applications [EPG-01]

- ADVANCED FOCUS: GENERIC
 Advanced Courses Focused on PM Techniques and Tools
- Leadership Qualities
 - Management Functions¹
 - Communication Skills
 - Computer Application

- ADVANCED FOCUS: MISSION
 Advanced Courses on Corps Mission PM Concepts/Tools
- CW Prog Execution (TBD)

- SELECTED TECHNICAL COURSES
 Courses Pertaining to the Worker's Specialty Area(s)
- University Discipline
 - Design/Build Function²

SELF-DEVELOPMENT ACTIVITY
(Courses, Reading, Other)

- Academic Extension Courses
- Individual Reading and Study
- Oral and Written Communication
- Participation in Professional Associations
- Professional Registration
- Participation in Project Management Institute (PMI)
- PMI PMP³ Certification

- Actual existing course
 - Course to be developed
 - A category of training
- See Directory for details.

TAB 3 HELP: CAREER DEVELOPMENT PLAN FOR PM AND DDE/CHIEF PPM--GRADE LEVELS 13/14 & 14/15

Grade Level and PM Position	Formal Classroom All Functions	Formal Classroom PPM Function	On-the-Job Experience (plus prof)	Developmental Assignment FOA	Developmental Assignment Higher HQ
Grades 13/14 Asst PPMD Chief PPM Branch Chief PPM Section Chief Project Manager (Senior PM) ✓ Project Manager (Journeyman PM)	* Organizational Leadership For Executives-OLE + Personnel Mgmt For Executives # Administrative Public Policy +\$ Army Mgmt Staff College # Senior Service College	+ PM: Beyond the Tech [ESG-01] + Project Mgmt Enhancement Courses (see the Directory) +\$ University LTT # Planning and Project Mgmt Associates Program	+ Certification as PMP ¹ + Supervisory Experience: Branch or Section Chief (12 months) + Participation Professional Organizations + Computer Literate	+\$ Another Function (12 months)	+\$ MSC/Division Programs and Project Mgmt (6 months)
Grades 14/15 ✓ DDE(PPM)/PPMD Chief Asst PPMD Chief PPM Branch Chief	# Exec Development Seminar # Exec Excellence # Managing Money & Mat'l Resources # Federal Exec Institute	+ Project Mgmt Enhancement Courses (see the Directory) +\$ University LTT	+ Certification as PMP ¹ + Supervisory Experience: Assistant Division or Branch Chief (24 months) + Participation Professional Organizations + Computer Literate	+\$ Another Function (12 months)	+\$ HOUFACE Programs and Project Mgmt (6 months) # Congressional Fellowship (12 months)

Note: The ACTEDS training categories and priorities that appear in the legend below are defined in part 4 of Handbook Table A-2.					
✓ Target Position (Development and Training Target)	* Universal Training MANDATORY (MAND-PR I)	+ Universal Training HIGHLY RECOMMENDED (MAND-PR II)	# Universal Training RECOMMENDED (PR III)	+\$ Competitive Trng HIGHLY RECOMMENDED	# Competitive Trng RECOMMENDED
1/ The ESRC Career Planning Board is considering PPM's request to designate PMP (Project Management Professional) certification of DDE(PPM)s as Mandatory, Priority I within 3-5 years.					

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management: Beyond the Techniques				
LEVEL	Introduction	Preparation	<u>Enhancement</u>		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	Designed for project managers with several year of experience.				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	<u>Project</u>	
LENGTH	5 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	University of Tennessee, Knoxville				
OFFERS	1-3 times per year				
SERIES					
SOURCE	Management Development Cntr	Contact:	Ms Jackson		
	University of Tennessee	Phone:	615/974-5001		
	708 Stokely Management Cntr				
	Knowville, TN 37996-0575				
PRICE	\$2,900 per student, includes single hotel room, meals and hotel to Center van service (10% off for groups)				
ABOUT	Designed to prepare project managers to deal more effectively with the difficult and demanding tasks of managing organizational and personnel problems, which are inherent in project management and have far more influence on project success than do the tools and techniques. Topics include: project organizational alternatives; leadership qualities, skills and style; developing power and influence; conflict resolution and building effective project teams.				
RATING	<u>Excellent</u>	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ESG-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Senior Project Management			
LEVEL	Introduction	Preparation	<u>Enhancement</u>	
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	Practicing Project Manager			
TOPIC	People/Relational	Process/Informational		
TASKS	Lead	Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource
(PMI)	Quality	Risk	Contract	Communication
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video
MEDIUM	<u>Cases</u>	Simulation (w/	computer)	Project
LENGTH	4 days			
LOCALE	Local	<u>Regional</u>	Central	
PLACES	11 locations around the US			
OFFERS	20 times per year			
SERIES	AMA Project Management Curriculum			
SOURCE	American Mgmt Association 135 West 50th Street New York, NY 10020-1201		Contact:	no particular
			Phone:	800/262-9699
PRICE	\$1,720 per student (\$1,495 if member), less for group			
ABOUT	For experienced project and program managers. Beyond the nuts and bolts of project management into senior level skills. Topics include: human factors; organizing for effective project management; developing project objectives; scheduling; allocation and conflict resolution; project control information and methods; earned value; trend analysis; project manager competencies; and intensive case study.			
RATING	Excellent	Good	Average	Fair
				Poor

E
N
H
A
N
C
E
M
E
N
T

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ESG-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Advanced Project Management				
LEVEL	Introduction	Preparation	<u>Enhancement</u>		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	<u>Cases</u>	Simulation (w/ computer)		<u>Project</u>	
LENGTH	2-4 days, typically 3 days (customized for client)				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Arranged with client				
OFFERS	Based on demand				
SERIES					
SOURCE	Stanley Portny & Associates 44 Dorison Drive Short Hills, NJ 07078		Contact:	Donna Portny Phone: 201/376-8887	
PRICE	\$9,640 for up to 20 students for 3 days (\$432 per student), varies with length				
ABOUT	Objectives: To explore the dynamic project team environment; investigate advanced decision-making techniques, planning, and performance analysis; and discuss information systems. Topics include: team responsibilities; conflict management; interpersonal relations; motivation; benefit-cost analysis; project definition; budgeting; and project reporting.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ESG-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Project Management Institute Regional Seminars				
LEVEL	Introduction	Preparation	<u>Enhancement</u>		
SCOPE	<u>Survey</u>	Process	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational	Process/Informational			
TASKS	Lead	Plan	Organize	Monitor	Control
PMBOK	Scope	Cost	Time	Human Resource	
(PMI)	Quality	Risk	Contract	Communication	
METHOD	Lecture	<u>Seminar</u>	Workshop	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Cincinnati, OH				
OFFERS	1 time per year				
SERIES					
SOURCE	Project Management Institute 130 South State Road Upper Darby, PA 19082-2902		Contact:	no particular	
			Phone:	800/734-4843	
PRICE	Ranges from \$695 to \$1,250 depending on the number of days attended				
ABOUT	This event is a combination of industry and multi-industry seminars relating to project management. In total five separate seminars are offered: Project Management Basic Skills and PMBOK Introduction; Total Quality and Risk Management for Projects and Programs; Managing the Manufacturing Project; Contract Changes, Construction Delays, Claims Awareness; and Project Leadership and Communication.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

S
U
R
V
E
Y

G
E
N
E
R
I
C

THIS FILE (ESG-04) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE	
TITLE	Project Management Applications
LEVEL SCOPE REALM	Introduction Preparation <u>Enhancement</u> Survey <u>Process</u> FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.) <u>Generic</u> Civil Works Military HTRW/Environment
FIRST	No prerequisites
TOPIC TASKS PMBOK (PMI)	People/Relational Process/Informational Lead Plan Organize Monitor Control Scope Cost Time Human Resource Quality Risk Contract Communication
METHOD MEDIUM	Lecture Seminar <u>Workshop</u> Video <u>Cases</u> <u>Simulation</u> (w/ computer) Project
LENGTH LOCALE PLACES OFFERS SERIES	5 days Local <u>Regional</u> Central Washington DC; Dallas, TX; Orlando, FL; San Diego, CA; 9 times per year Master's Certificate in Project Management
SOURCE	Educational Services Contact: no particular Institute Phone: 703/578-8820 2775 S. Quincy Street, Suite 500 Arlington, VA 22206-9910
PRICE	\$950 to \$1,000 per student
ABOUT	This course synthesizes and reinforces the knowledge and skills essential to basic project management, teaching advanced approaches. Participants will work in teams where they complete an extensive and realistic simulation in which they propose, plan, and carry out a project under conditions faced on the job. Each team must resolve issues of performance, scheduling, and control and, at the same time, address leadership and management concerns.
RATING	Excellent Good Average Fair Poor
THIS FILE (EPG-01) WAS UPDATED September 1995	

E
N
H
A
N
C
E
M
E
N
T

P
R
O
C
E
S
S

G
E
N
E
R
I
C

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Multi-Project Management				
LEVEL	Introduction	Preparation		<u>Enhancement</u>	
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead		Plan Organize	Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	Human Resource	
	Quality	Risk	Contract	Communication	
METHOD	<u>Lecture</u>	Seminar	<u>Workshop</u>	Video	
MEDIUM	Cases	<u>Simulation (w/ computer)</u>		Project	
LENGTH	5 days				
LOCALE	<u>Local</u>	Regional	Central		
PLACES	Varies, arranged by client and vendor				
OFFERS	Based on demand, offered to groups only				
SERIES	STC Project Management Curriculum				
SOURCE	STC Group, Inc. 357 Springfield Ave Summit, NJ 07901-4603		Contact:	Tim Andrews Phone: 908/277-2852	
PRICE	\$17,500 for up to 15 students (\$1,170 per student); and \$150 for each additional student				
ABOUT	Participants manage multiple projects while they share, negotiate, and compete for resources. It integrates task and process aspects of project and functional manager roles. Uses lectures, computer simulation, assessment, discussion. Student teams implement 6-7 computer-simulated projects.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

P
R
O
C
E
S
S

G
E
N
E
R
I
C

THIS FILE (EPG-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	The Project Management Forum: Real Solutions for Project Success				
LEVEL	Introduction	Preparation		<u>Enhancement</u>	
SCOPE	Survey	<u>Process</u>	FOCUS (if <u>underlined</u> , see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	No prerequisites				
TOPIC	People/Relational		Process/Informational		
TASKS	Lead	Plan Organize		Monitor	Control
PMBOK (PMI)	Scope	Cost	Time	Human Resource	
	Quality	Risk	Contract	Communication	
METHOD	Lecture	<u>Seminar</u>	Workshop	Video	
MEDIUM	Cases	Simulation (w/ computer)		Project	
LENGTH	4 days				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Rosemont, IL; New York; Atlanta; Orlando, San Fran				
OFFERS	8 times per year				
SERIES	AMA Project Management Series				
SOURCE	American Mgmt Association 135 W. 50th Street New York, NY 10020-1201		Contact:	no particular	
			Phone:	800/262-9699	
PRICE	\$1,720 per student (\$1,495 if member)				
ABOUT	Intensive forum designed to provide seasoned project managers a place to share know-how, solve problems, and map out strategies for success. Students deal with various issues related to four main topics: management, self-directed teams, strategic planning, and integrating project and product management; and, to additional topics selected by the students.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

P
R
O
C
E
S
S

G
E
N
E
R
I
C

THIS FILE (EPG-03) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Executive Seminar in Alternative Dispute Resolution (ADR) Procedures (PROSPECT 384)				
LEVEL	Introduction	Preparation		<u>Enhancement</u>	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	GS-13/14 minimum grade				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	<u>Contract</u>	<u>Communication</u>	
METHOD	<u>Lecture</u>	Seminar	Workshop	Video	
MEDIUM	Cases	<u>Simulation</u>	(w/ computer)	Project	
LENGTH	2 days				
LOCALE	Local	Regional	<u>Central</u>		
PLACES	Northeastern Region				
OFFERS	1 time per year				
SERIES					
SOURCE	Huntsville Division P.O. Box 1600 Huntsville, AL 35807-4301		Contact:	Ms. Halbrooks Phone: 205/722-5886	
PRICE	\$900 per student				
ABOUT	Conflicts, disputes, and litigation can reduce the Corps' effectiveness in accomplishing its mission. Alternative Dispute Resolution procedures offer options for dispute management. Focus on diagnosing disputes, designing management approaches, and applying techniques. Topics include interest-based negotiation/bargaining techniques; conflict analysis; and various techniques.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (EFL-01) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Organizational Leadership for Executives (OLE)			
LEVEL	Introduction	Preparation	<u>Enhancement</u>	
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)	
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment
FIRST	GS 13-15			
TOPIC	<u>People/Relational</u>		Process/Informational	
TASKS	<u>Lead</u>		Plan	<u>Organize</u> Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>
(PMI)	<u>Quality</u>	Risk	Contract	<u>Communication</u>
METHOD	<u>Lecture</u>	Seminar	Workshop	Video
MEDIUM	Cases	Simulation (w/	computer)	Project
LENGTH	2 weeks			
LOCALE	<u>Local</u>	Regional	Central	
PLACES	Arranged by installation instructor			
OFFERS	Based on need			
SERIES	Corps Project Management Series			
SOURCE	Center for Army Leadership Ft. Leavenworth Ft. Leavenworth, KS		Contact: John Powell Phone: 913/758-3564	
PRICE	Funded by the Army, no cost to student organization			
ABOUT	Designed to train career program DA civilians in leadership doctrine of the US Army. Emphasis is given to material which leaders can use for improving organizational performance. Topics include: developing strategies for organizational excellence; influencing subordinate performance; managing innovation and change; diagnosing systemic problems; and building excellence into the leadership team.			
RATING	Excellent	Good	Average	Fair Poor

E
N
H
A
N
C
E
M
E
N
T

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (EFL-02) WAS UPDATED
September 1995

PROJECT MANAGEMENT TRAINING COURSE	
TITLE	Management Assessment Program
LEVEL SCOPE REALM	Introduction Preparation <u>Enhancement</u> Survey Process <u>FOCUS</u> (if underlined, see Topic, Tasks, etc.) <u>Generic</u> Civil Works Military HTRW/Environment
FIRST	This course is designed for experienced managers and executives at GS-14 through SES
TOPIC TASKS PMBOK (PMI)	<u>People/Relational</u> Process/Informational <u>Lead</u> Plan <u>Organize</u> Monitor Control Scope Cost Time <u>Human Resource</u> Quality Risk Contract Communication
METHOD MEDIUM	<u>Lecture</u> <u>Seminar</u> Workshop Video <u>Cases</u> Simulation (w/ computer) Project
LENGTH LOCALE PLACES OFFERS SERIES	6 days Local <u>Regional</u> Central Lancaster, PA; Denver, CO 3 times per year OPM's Management Development Center programs
SOURCE	Eastern Management Contact: no particular Development Center Phone: 717/399-0112 P.O. Box 1579 Lancaster, PA 17608-1579
PRICE	\$3,000 per student (includes tuition, meals and lodging); \$2,800 if funds are obligated by 12/31/95.
ABOUT	This is an intensive program that allows experienced managers and executives to gain insight into their strengths and weaknesses. Individuals attending this program receive personalized feedback from several sources. Topics include: understanding personal behaviors and how they impact organizational success; understanding the importance of succession planning in organizational leadership positions.
RATING	Excellent Good Average Fair Poor
THIS FILE (EFL-03) WAS UPDATED September 1995	

E
N
H
A
N
C
E
M
E
N
T

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

PROJECT MANAGEMENT TRAINING COURSE

TITLE	Management Development Seminar				
LEVEL	Introduction	Preparation	<u>Enhancement</u>		
SCOPE	Survey	Process	<u>FOCUS</u> (if underlined, see Topic, Tasks, etc.)		
REALM	<u>Generic</u>	Civil Works	Military	HTRW/Environment	
FIRST	This course is designed for experienced managers and executives at GS-14 through SES				
TOPIC	<u>People/Relational</u>		Process/Informational		
TASKS	<u>Lead</u>		Plan	Organize	Monitor Control
PMBOK	Scope	Cost	Time	<u>Human Resource</u>	
(PMI)	Quality	Risk	Contract	<u>Communication</u>	
METHOD	Lecture	<u>Seminar</u>	<u>Workshop</u>	<u>Video</u>	
MEDIUM	<u>Cases</u>	<u>Simulation</u> (w/ computer)		Project	
LENGTH	2 weeks (11 days)				
LOCALE	Local	<u>Regional</u>	Central		
PLACES	Lancaster, PA; Denver, CO				
OFFERS	11 times per year				
SERIES	OPM's Management Development Center programs				
SOURCE	Eastern Management Development Center		Contact: no particular		
	P.O. Box 1579		Phone: 717/399-0112		
	Lancaster, PA 17608-1579				
PRICE	\$2,775 per student (includes tuition, meals and lodging); \$2,575 if funds are obligated by 12/31/95.				
ABOUT	This seminar focuses on strengthening organizational excellence through team effectiveness and leadership. Participants will: examine current Administration initiatives and their impact on managers; increase understanding of ethics; identify leadership qualities; gain skills in negotiation and conflict resolution; develop strategy for problem clarification and resolution.				
RATING	Excellent	Good	Average	Fair	Poor

E
N
H
A
N
C
E
M
E
N
T

F
O
C
U
S

L
E
A
D
E
R
S
H
I
P

THIS FILE (EFL-04) WAS UPDATED
September 1995

INDEX OF PROJECT MANAGEMENT COURSES

Categorical

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Project Management Exportable: 1 (PROSPECT 762)</i>	Introdu	Survey	Generic	ISG-01
<i>Project Management Exportable: 2-4 (PROSPECT 762)</i>	Introdu	Survey	Generic	ISG-02
<i>Project Management (PROSPECT 355)</i>	Introdu	Survey	Generic	ISG-03
<i>Civil Works Orientation (PROSPECT 086)</i>	Introdu	Process	Civ Wks	IPC-01
<i>Hazardous/Toxic/Radioactive Waste (PROSPECT 350)</i>	Introdu	Process	HTRW/En	IPH-01
<i>Intern Leadership Development Course</i>	Introdu	Focus	Leader	IFL-01
<i>The Complete Project Manager</i>	Prepare	Survey	Generic	PSG-01
<i>Project Management Workshop</i>	Prepare	Survey	Generic	PSG-02
<i>Project Leadership</i>	Prepare	Survey	Generic	PSG-03
<i>Project Management: Tools & Techniques</i>	Prepare	Survey	Generic	PSG-04
<i>Project Management Workshop</i>	Prepare	Survey	Generic	PSG-05
<i>Basic Project Management: Planning, Scheduling, & Control</i>	Prepare	Survey	Generic	PSG-06
<i>Technical Project Management</i>	Prepare	Survey	Generic	PSG-07
<i>Project Management</i>	Prepare	Survey	Generic	PSG-08
<i>Program Management</i>	Prepare	Survey	Generic	PSG-09
<i>Technical Program Management</i>	Prepare	Survey	Generic	PSG-10
<i>Effective Project Management</i>	Prepare	Survey	Generic	PSG-11
<i>Project Managers Bootcamp</i>	Prepare	Survey	Generic	PSG-12
<i>Project Management Skills for Success</i>	Prepare	Survey	Generic	PSG-13

INDEX: Categorical

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Effective Skills for Technical Managers</i>	Prepare	Survey	Generic	PSG-14
<i>Project Management for Engineers & Managers</i>	Prepare	Survey	Generic	PSG-15
<i>Successful Project Management</i>	Prepare	Survey	Generic	PSG-16
<i>Design Project Management in Professional Practice</i>	Prepare	Survey	Generic	PSG-17
<i>Project Management for the 90's</i>	Prepare	Survey	Generic	PSG-18
<i>Using a Project Management Methodology</i>	Prepare	Survey	Generic	PSG-19
<i>Basic Project Management</i>	Prepare	Survey	Generic	PSG-20
<i>Modern Methods for Managing Multiple Small Projects</i>	Prepare	Survey	Generic	PSG-21
<i>Project Management for Engineers</i>	Prepare	Survey	Generic	PSG-22
<i>Civil Works Program Development and Execution (PROSPECT 010)</i>	Prepare	Process	Civ Wks	PPC-01
<i>Project Management--Civil Works (PROSPECT 353)</i>	Prepare	Process	Civ Wks	PPC-02
<i>Civil Works Planning Program Management (PROSPECT 066)</i>	Prepare	Process	Civ Wks	PPC-03
<i>Project Management--Environmental Restoration (PROSPECT 260)</i>	Prepare	Process	HTRW/En	PPH-01
<i>Implementation of Hazardous & Toxic Waste Laws (PROSPECT 356)</i>	Prepare	Process	HTRW/En	PPH-02
<i>Project Management--Military Programs (PROSPECT 088)</i>	Prepare	Process	Military	PPM-01
<i>Installation Support (PROSPECT 390)</i>	Prepare	Process	Military	PPM-02
<i>Interacting and Communicating with the Public (PROSPECT 190)</i>	Prepare	Focus	Communi	PFC-01
<i>Effective Writing Skills</i>	Prepare	Focus	Communi	PFC-02

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Effective Briefing Techniques</i>	Prepare	Focus	Communi	PFC-03
<i>Interpersonal Communication</i>	Prepare	Focus	Communi	PFC-04
<i>Basic Communication Skills</i>	Prepare	Focus	Communi	PFC-05
<i>Communications I: How to Manage Conflict</i>	Prepare	Focus	Communi	PFC-06
<i>Communications II: How to Connect with Others</i>	Prepare	Focus	Communi	PFC-07
<i>Communications III: Leading Project Team</i>	Prepare	Focus	Communi	PFC-08
<i>Human Resource Management I (PROSPECT 301)</i>	Prepare	Focus	Leader	PFL-01
<i>Human Resource Management II (PROSPECT 302)</i>	Prepare	Focus	Leader	PFL-02
<i>Human Resource Management III (PROSPECT 303)</i>	Prepare	Focus	Leader	PFL-03
<i>Human Resource Management IV (PROSPECT 304)</i>	Prepare	Focus	Leader	PFL-04
<i>Negotiating, Bargaining & Dispute Resolution (PROSPECT 306)</i>	Prepare	Focus	Leader	PFL-05
<i>Leadership Communication Skills (PROSPECT 362)</i>	Prepare	Focus	Leader	PFL-06
<i>Leadership Education and Development (LEAD)</i>	Prepare	Focus	Leader	PFL-07
<i>Effective Leadership Seminar</i>	Prepare	Focus	Leader	PFL-08
<i>Techniques of Negotiating</i>	Prepare	Focus	Leader	PFL-09
<i>Leadership Assessment Program</i>	Prepare	Focus	Leader	PFL-10
<i>Managerial and Team-Building Skills for Project Managers</i>	Prepare	Focus	Leader	PFL-11
<i>Project Team Leadership</i>	Prepare	Focus	Leader	PFL-12
<i>Building an Effective Project Team</i>	Prepare	Focus	Leader	PFL-13
<i>Managers as Facilitators: Enabling Empowerment</i>	Prepare	Focus	Leader	PFL-14

INDEX: Categorical

TITLE	LEVEL	SCOPE	FOCUS	FILE
Architect Engineer Contracting (PROSPECT 004)	Prepare	Focus	Manage	PFM-01
Network Analysis System (PROSPECT 080)	Prepare	Focus	Manage	PFM-02
Cost Estimating Basics (PROSPECT 181)	Prepare	Focus	Manage	PFM-03
Budget Training Course for Corps Employees (PROSPECT 254)	Prepare	Focus	Manage	PFM-04
AMPRS and PROMIS for Managers (PROSPECT 307)	Prepare	Focus	Manage	PFM-05
PCA/Finance Plan Development (PROSPECT 315)	Prepare	Focus	Manage	PFM-06
Construction Contract Administration (PROSPECT 366)	Prepare	Focus	Manage	PFM-07
Quality Service to the Public/Service Excellence	Prepare	Focus	Manage	PFM-08
Constructive Conflict Resolution	Prepare	Focus	Manage	PFM-09
Assertiveness Skills (For Supervisors & Managers)	Prepare	Focus	Manage	PFM-10
Making Meetings Work, Planning and Managing Meetings	Prepare	Focus	Manage	PFM-11
Project Management: Planning, Scheduling, & Control Techniques	Prepare	Focus	Manage	PFM-12
Strategic Project Planning	Prepare	Focus	Manage	PFM-13
Risk Analysis and Management	Prepare	Focus	Manage	PFM-14
Project Performance Management Systems	Prepare	Focus	Manage	PFM-15
Contracting & Procurement for Project Managers & Technical Personnel	Prepare	Focus	Manage	PFM-16
Project Scheduling Techniques	Prepare	Focus	Manage	PFM-17
Project Scheduling	Prepare	Focus	Manage	PFM-18

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Earned Value Management Systems</i>	Prepare	Focus	Manage	PFM-19
<i>Budgeting Techniques for On-Time, On-Budget Project Performance</i>	Prepare	Focus	Manage	PFM-20
<i>Project Planning and Tracking</i>	Prepare	Focus	Manage	PFM-21
<i>Project Planning, Scheduling and Control</i>	Prepare	Focus	Manage	PFM-22
<i>The Art of Project Management</i>	Prepare	Focus	Manage	PFM-23
<i>Project Management: Beyond the Techniques</i>	Enhance	Survey	Generic	ESG-01
<i>Senior Project Management</i>	Enhance	Survey	Generic	ESG-02
<i>Advanced Project Management</i>	Enhance	Survey	Generic	ESG-03
<i>Project Management Institute Regional Seminars</i>	Enhance	Survey	Generic	ESG-04
<i>Project Management Forum: Real Solutions for Project Success</i>	Enhance	Process	Generic	EPG-01
<i>Project Management Applications</i>	Enhance	Process	Generic	EPG-02
<i>Multi-Project Management</i>	Enhance	Process	Generic	EPG-03
<i>Executive Seminar in ADR Procedures (PROSPECT 384)</i>	Enhance	Focus	Leader	EFL-01
<i>Organizational Leadership for Executives (OLE)</i>	Enhance	Focus	Leader	EFL-02
<i>Management Assessment Program</i>	Enhance	Focus	Leader	EFL-03
<i>Management Development Seminar</i>	Enhance	Focus	Leader	EFL-04



INDEX OF PROJECT MANAGEMENT COURSES

Alphabetical

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Advanced Project Management</i>	Enhance	Survey	Generic	ESG-03
<i>AMPRS and PROMIS for Managers (PROSPECT 307)</i>	Prepare	Focus	Manage	PFM-05
<i>Architect Engineer Contracting (PROSPECT 004)</i>	Prepare	Focus	Manage	PFM-01
<i>Assertiveness Skills (For Supervisors & Managers)</i>	Prepare	Focus	Manage	PFM-10
<i>Basic Communication Skills</i>	Prepare	Focus	Communi	PFC-05
<i>Basic Project Management</i>	Prepare	Survey	Generic	PSG-20
<i>Basic Project Management: Planning, Scheduling, & Control</i>	Prepare	Survey	Generic	PSG-06
<i>Budget Training Course for Corps Employees (PROSPECT 254)</i>	Prepare	Focus	Manage	PFM-04
<i>Budgeting Techniques for On-Time, On-Budget Project Performance</i>	Prepare	Focus	Manage	PFM-20
<i>Building an Effective Project Team</i>	Prepare	Focus	Leader	PFL-13
<i>Civil Works Orientation (PROSPECT 086)</i>	Introdu	Process	Civ Wks	IPC-01
<i>Civil Works Planning Program Management (PROSPECT 066)</i>	Prepare	Process	Civ Wks	PPC-03
<i>Civil Works Program Development and Execution (PROSPECT 010)</i>	Prepare	Process	Civ Wks	PPC-01
<i>Communications I: How to Manage Conflict</i>	Prepare	Focus	Communi	PFC-06
<i>Communications II: How to Connect with Others</i>	Prepare	Focus	Communi	PFC-07
<i>Communications III: Leading Project Team</i>	Prepare	Focus	Communi	PFC-08

INDEX: Alphabetical

TITLE	LEVEL	SCOPE	FOCUS	FILE
Construction Contract Administration (PROSPECT 366)	Prepare	Focus	Manage	PFM-07
Constructive Conflict Resolution	Prepare	Focus	Manage	PFM-09
Contracting & Procurement for Project Managers & Technical Personnel	Prepare	Focus	Manage	PFM-16
Cost Estimating Basics (PROSPECT 181)	Prepare	Focus	Manage	PFM-03
Design Project Management in Professional Practice	Prepare	Survey	Generic	PSG-17
Earned Value Management Systems	Prepare	Focus	Manage	PFM-19
Effective Briefing Techniques	Prepare	Focus	Communi	PFC-03
Effective Leadership Seminar	Prepare	Focus	Leader	PFL-08
Effective Project Management	Prepare	Survey	Generic	PSG-11
Effective Skills for Technical Managers	Prepare	Survey	Generic	PSG-14
Effective Writing Skills	Prepare	Focus	Communi	PFC-02
Executive Seminar in ADR Procedures (PROSPECT 384)	Enhance	Focus	Leader	EFL-01
Hazardous/Toxic/Radioactive Waste (PROSPECT 350)	Introdu	Process	HTRW/En	IPH-01
Human Resource Management I (PROSPECT 301)	Prepare	Focus	Leader	PFL-01
Human Resource Management II (PROSPECT 302)	Prepare	Focus	Leader	PFL-02
Human Resource Management III (PROSPECT 303)	Prepare	Focus	Leader	PFL-03
Human Resource Management IV (PROSPECT 304)	Prepare	Focus	Leader	PFL-04
Implementation of Hazardous & Toxic Waste Laws (PROSPECT 356)	Prepare	Process	HTRW/En	PPH-02
Installation Support (PROSPECT 390)	Prepare	Process	Military	PPM-02

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Interacting and Communicating with the Public (PROSPECT 190)</i>	Prepare	Focus	Communi	PFC-01
<i>Intern Leadership Development Course</i>	Introdu	Focus	Leader	IFL-01
<i>Interpersonal Communication</i>	Prepare	Focus	Communi	PFC-04
<i>Leadership Assessment Program</i>	Prepare	Focus	Leader	PFL-10
<i>Leadership Communication Skills (PROSPECT 362)</i>	Prepare	Focus	Leader	PFL-06
<i>Leadership Education and Development (LEAD)</i>	Prepare	Focus	Leader	PFL-07
<i>Making Meetings Work, Planning and Managing Meetings</i>	Prepare	Focus	Manage	PFM-11
<i>Management Assessment Program</i>	Enhance	Focus	Leader	EFL-03
<i>Management Development Seminar</i>	Enhance	Focus	Leader	EFL-04
<i>Managerial and Team-Building Skills for Project Managers</i>	Prepare	Focus	Leader	PFL-11
<i>Managers as Facilitators: Enabling Empowerment</i>	Prepare	Focus	Leader	PFL-14
<i>Modern Methods for Managing Multiple Small Projects</i>	Prepare	Survey	Generic	PSG-21
<i>Multi-Project Management</i>	Enhance	Process	Generic	EPG-03
<i>Negotiating, Bargaining & Dispute Resolution (PROSPECT 306)</i>	Prepare	Focus	Leader	PFL-05
<i>Network Analysis System (PROSPECT 080)</i>	Prepare	Focus	Manage	PFM-02
<i>Organizational Leadership for Executives (OLE)</i>	Enhance	Focus	Leader	EFL-02
<i>PCA/Finance Plan Development (PROSPECT 315)</i>	Prepare	Focus	Manage	PFM-06
<i>Program Management</i>	Prepare	Survey	Generic	PSG-09
<i>Project Leadership</i>	Prepare	Survey	Generic	PSG-03

INDEX: Alphabetical

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Project Management</i>	Prepare	Survey	Generic	PSG-08
<i>Project Management (PROSPECT 355)</i>	Introdu	Survey	Generic	ISG-03
<i>Project Management Applications</i>	Enhance	Process	Generic	EPG-02
<i>Project Management: Beyond the Techniques</i>	Enhance	Survey	Generic	ESG-01
<i>Project Management: Civil Works (PROSPECT 353)</i>	Prepare	Process	Civ Wks	PPC-02
<i>Project Management: Environmental Restoration (PROSPECT 260)</i>	Prepare	Process	HTRW/En	PPH-01
<i>Project Management Exportable: 1 (PROSPECT 762)</i>	Introdu	Survey	Generic	ISG-01
<i>Project Management Exportable: 2-4 (PROSPECT 762)</i>	Introdu	Survey	Generic	ISG-02
<i>Project Management: Military Programs (PROSPECT 088)</i>	Prepare	Process	Military	PPM-01
<i>Project Management: Planning, Scheduling, & Control Techniques</i>	Prepare	Focus	Manage	PFM-12
<i>Project Management for the 90's</i>	Prepare	Survey	Generic	PSG-18
<i>Project Management for Engineers</i>	Prepare	Survey	Generic	PSG-22
<i>Project Management for Engineers & Managers</i>	Prepare	Survey	Generic	PSG-15
<i>Project Management Forum: Real Solutions for Project Success</i>	Enhance	Process	Generic	EPG-01
<i>Project Management Institute Regional Seminars</i>	Enhance	Survey	Generic	ESG-04
<i>Project Management Skills for Success</i>	Prepare	Survey	Generic	PSG-13
<i>Project Management: Tools & Techniques</i>	Prepare	Survey	Generic	PSG-04
<i>Project Management Workshop</i>	Prepare	Survey	Generic	PSG-02

TITLE	LEVEL	SCOPE	FOCUS	FILE
<i>Project Management Workshop</i>	Prepare	Survey	Generic	PSG-05
<i>Project Managers Bootcamp</i>	Prepare	Survey	Generic	PSG-12
<i>Project Performance Management Systems</i>	Prepare	Focus	Manage	PFM-15
<i>Project Planning and Tracking</i>	Prepare	Focus	Manage	PFM-21
<i>Project Planning, Scheduling and Control</i>	Prepare	Focus	Manage	PFM-22
<i>Project Scheduling</i>	Prepare	Focus	Manage	PFM-18
<i>Project Scheduling Techniques</i>	Prepare	Focus	Manage	PFM-17
<i>Project Team Leadership</i>	Prepare	Focus	Leader	PFL-12
<i>Quality Service to the Public/Service Excellence</i>	Prepare	Focus	Manage	PFM-08
<i>Risk Analysis and Management</i>	Prepare	Focus	Manage	PFM-14
<i>Senior Project Management</i>	Enhance	Survey	Generic	ESG-02
<i>Strategic Project Planning</i>	Prepare	Focus	Manage	PFM-13
<i>Successful Project Management</i>	Prepare	Survey	Generic	PSG-16
<i>Technical Program Management</i>	Prepare	Survey	Generic	PSG-10
<i>Technical Project Management</i>	Prepare	Survey	Generic	PSG-07
<i>Techniques of Negotiating</i>	Prepare	Focus	Leader	PFL-09
<i>The Art of Project Management</i>	Prepare	Focus	Manage	PFM-23
<i>The Complete Project Manager</i>	Prepare	Survey	Generic	PSG-01
<i>Using a Project Management Methodology</i>	Prepare	Survey	Generic	PSG-19



REPORT DOCUMENTATION PAGE

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE January 1996	3. REPORT TYPE AND DATES COVERED Periodic
---	---------------------------------------	---

4. TITLE AND SUBTITLE Project Management Career Development and Training: Course Directory	5. FUNDING NUMBERS
--	---------------------------

6. AUTHOR(S) John Singley John Brill Karla Allred	
---	--

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) U.S. Army Corps of Engineers Water Resources Support Center Institute for Water Resources Casey Building 7701 Telegraph Road Alexandria, VA 22315-3868	8. PERFORMING ORGANIZATION REPORT NUMBER IWR Report 96-R-3
--	--

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) U.S. Army Corps of Engineers, Headquarters Directorates of Civil Works & Military Programs Programs Management Division 20 Massachusetts Avenue, NW Washington, DC 20314-1000	10. SPONSORING/MONITORING AGENCY REPORT NUMBER
---	---

11. SUPPLEMENTARY NOTES This directory will be updated annually as needed and future editions and amendments will be available on the Internet at http://www.wrc-ndc.usace.army.mil/iwr

12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for Public release; Distribution Unlimited	12b. DISTRIBUTION CODE
---	-------------------------------

13. ABSTRACT (Maximum 200 words) This directory contains basic information on formal classroom training courses in project management for aspiring and practicing project managers in the Corps to use for making their Individual Development Plans and selecting their (annual) career development and training activities.

14. SUBJECT TERMS Project management career development and training, formal classroom training courses	15. NUMBER OF PAGES 206
	16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclasified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT Unlimited
--	--	--	--