



Steve Woloz Associates Introduces Project Management: Bulletin 2: Our Proven Approach

1 The Challenge

Many of us recognise that the most important challenge in our job today is the management of numerous projects at the same time. These challenges may include managing clients, new research projects, reaction of a new marketing program, tailored to your new market, Whatever the type of project, the fact is, they are all ones which require you to have high quality project management skills if you are to complete them successfully and with a minimum of stress.

2 About our course:

Our course provides a unique combination of project management principles, practical examples derived from real life experiences, and training in the tools and templates to put these principles into practice right away.

3 Why software tools?

Software applications are available to support just about every aspect of an organization's business operation, and project management tools are no exception. However, the integration of project management tools is not intuitive in nature. This is one of the reasons why many project managers and their organizations fail to adequately leverage these tools beyond the form of a presentation slide during their project kick-off meeting.

We possess the know-how, skills, and experience to assist in the successful implementation and integration of such tools. We understand that every organization has different needs and are at different maturity levels when it comes to project management. As such, our consulting services are designed to help organizations leverage such tools to the extent that their investment and commitment in this area brings about a significant increase in competitiveness. We understand and appreciate that this must be so if one's organization is to succeed in a market place which is marked by fierce or ever increasing global competition.

This success is made possible through the application of tools in support of not only project planning/scheduling, but execution and control too. It does not end there! More effective and efficient program, portfolio management, and strategic "what-if" analysis are now possible and attainable. The key lies in resource and time management. Let us show you how.



4 Program Methodology

Based on our proven success in earlier management coaching programs our approach incorporates the following best practices:

4.1 In House Presentation

The program is presented right in your own company. You do not have to displace yourself at an inconvenient time or place

4.2 Personalization and Customization

You deal with the problems relating to your company and your specific job. You do not lose time with irrelevant issues.

4.3 Advance at your own rate

Customized presentation means that you will advance at your own rate and not be held back by others or can dedicate more time to those particular issues most important to your particular needs.

4.4 Classroom Sessions to introduce Subjects

Each new subject is introduced via a classroom session for all persons within your company taking this program. The object of the seminar is to introduce and sensitise the participant to the new subject. It is done as a lecture, but it is also as an interactive session. This allows each participant to expose his constraints/ difficulties that he has encountered in relationship to these new skills / tools being presented by the coach.

As a part of the program , each participant receives a bound workbook including all the subjects. This frees them of having to write too many notes. Within this book are practical exercises to assure a more complete understanding and integration of the subject matter.

The seminar typically lasts one and half to two hours. An attendance register is kept. This facilitates record keeping for compliance with the 1 % training requirement specified in Bill 90). We recommend that the seminar be presented early in the week.

4.5 One –on- One Coaching

Following the seminar , the coach meets individually with each participant individually in order to assist them in the use and application of these new concepts presented in the seminar. The coach helps the individual by guiding and supporting them to apply these new practices into their daily responsibilities. The one on one approach will enable the coach to discuss actual problems and challenges that are presently confronting each person managing resources in the context of projects. The object is to develop the confidence so that the individual becomes an effective project manager.

4.6 Satisfaction Guaranteed

If at anytime you are not satisfied with this program, you are free to terminate without penalty. All that we expect is an explanation why with a two week advance notice. We would also request that all consulting time is paid up to date.