Project Management in Human Resources (com) A

Date : Jan 17, 2018 - 08:30 AM

Event URL : http://www.sfbayeventslist.com/events/project-management-in-human-resources-com-a-jan-2018-1513783087

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Project Management in Human Resources

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Naturally, getting a project to deliver on time, within budget, and in line with quality standards requires savvy management. And, the bigger the project, the more challenging good management becomes. As a professional, you're expected to transform a vague concept into a measurable outcome by channeling a broad array of knowledge, skills, and resources toward a critical organizational goal.

This three-day workshop is a practical and comprehensive introduction to the many facets of project management specifically designed for the human resource professional. As a participant, you will be introduced to the fundamental principles behind the nuts and bolts of planning, scheduling, and budgeting. You'll strengthen your skills and understand how to generate valuable benefits for your organization by achieving crucial results that align with organizational objectives. You'll discover the communication skills it takes to get ideas, instructions, and requests across quickly and accurately thereby minimizing development time. You will learn how to effectively use your resources to stay on top of deadlines and expenses, ways to rebound quickly from surprises and setbacks, and how to get the best from people who don't normally

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report to you. Everyone who attends this workshop will come away in a strong position to lead any project with confidence and discipline — from conception to completion.

Level - This is a fundamental level seminar designed to introduce basic concepts of project management with the tools needed to enhance one's core competencies as a valuable organizational player.

Learning Objectives:

- Learn the imperative questions to ask before you even begin — get the information that will make certain you key in on what is expected, by when, and at what cost
- Practice using the planning and scheduling tools that professional project managers use (GANTT charts, the critical path method, work breakdown structures, project management software, and others)
- Discover the best practices for gathering your team, how to articulate the kind of skills, attitudes, and work habits you're looking for, and how to encourage your team to focus on your work and even a few ideas for how to deal with their rather reluctant bosses

Implement the controls and safety nets you need to establish early on: learn how to set (and meet) milestones, gain confidence to negotiate for new deadlines if necessary, motivate a team that's losing interest, and determine what to do when plans change midstream — or when the "Murphy factor" hits your project in a big way

Can You Answer the questions below?

1. As an HR professional, have you ever become so overwhelmed with your "work-a-day" activities that you find yourself losing sight of the long term objectives that matter most to your organization?
2. Do you find yourself focusing with the proverbial hammer in hand "whacking" a continuous stream of problems?
3. Do you feel simply disorganized and finding yourself playing the role of "firefighter" rather than HR?
4. When asked how important legal and regulatory decisions impact your organization, is your first thought, "um, I don't know"?
5. Do you know the questions to ask that help you look and sound prepared for anything that comes your way?

All of the above questions and more will be answered in this information-packed program! Don't put your company at risk!

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Areas Covered:

How to begin every project as an informed and ready driver of success

- Goals? Objectives? Desired outcomes? How to determine precisely what your project is expected to accomplish
- Essential elements of a Project Scope to be effective as a specification for action.
- Questions to ask that will bring any and all constraints — involving money, performance, deadlines — to the surface early on
- Not all works deserves "project" status — the pros and cons of project management

Fail to Plan, Plan to Fail… how to develop a project with success in mind

- Work Breakdown Structure — what it is, how does it work and how to use it to consolidate and prioritize tasks
- How to determine the time it takes to do a task — How to determine realistic time frames for each task within the overall project
- Gantt and Pert charts: 2 scheduling tools that can help you spot potential conflicts before they become a show stopper
- Creating a budget that's realistic, manageable and flexible

How to set your project in motion

- Put it in writing? Call a meeting? Send an email? Set up a one-on-one? Your communication options and when to use which ones
- How to organize and manage productive team meetings
- No news is not always good news. When you've got bad news — think facts and realistic action that encourages not disheartens
- Ways to develop a "balanced team" — add innovation and lessen the dangers of "groupthink"

Why you need to keep a close watch on your project's progress

- The importance of meeting milestones and the consequences of missing them
- Mind Your Dollars and Cents — coping with cost overruns
- "paralysis of analysis" and other red flags signifying troubled waters ahead
- "Crashing" a project: what it means, predict its outcome using compression

Closing up shop — "delivery"

- How to decide if your project has met all your objectives — key questions to ask yourself before making final delivery
- How to ensure you've covered all the bases
- Abandoned projects: the "salvage value"

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Critiquing your performance and celebrating your success!

- What went right — and why? What went wrong — and how would you do things differently? Any lessons or insights to share with your successors? How to use your outcome to evaluate your team's performance so that you can leverage your experiences for the next project

Keeping the project spirit alive within your organization by celebrating your success: Rewarding team members does not always mean financial costs. How to acknowledge your project's contribution (to your organization, perhaps even your industry), and create the kind of goodwill that makes people want to be a part of your next project team.

Who will Benefit:

- Self-taught project managers seeking enrichment training and new skills
- Project teams having trouble juggling their tasks and responsibilities
- People with limited experience in spearheading a project
- Anyone about to step into a project manager role for the first time
- Business Owners
- Managers,
- HR Representatives,
- HR Generalists,
- HR Assistants,
- Consultants,
- Managers,
- Supervisors, etc.

Seminar Fee Includes:

Lunch
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Topic Background:

Thanks to rapid change and the pressures of intense competition, more and more work has become project work. Changes in technology and in customer preferences have made work less routine and less repeatable – presenting new challenges for departments geared tactically for daily routines while at the same time, competitive pressures have forced work be done more quickly and with fewer resources.

As a Human Resources professional, you wear many hats within your organization. From policy and strategic thought to careful administration of the many programs implemented, one thing is for certain, you do wear these many hats because your primary mandate is to always focus on the big-picture. To be successful, you need to allocate the precious resource of time to effectively negotiate for the allocation of people, processes and technology with few changes and near perfect management. You already know what it means to be a smart risk taker who can "turn-on-a-dime" with meaningful decisions communicated into action. But do you know how to leverage risk so that it can be translated into meaningful, value added action your organization can rely on to move forward?

AGENDA

DAY 01(8:30 AM - 4:30 PM)

Fundamentals of Project Management

- 8:00 - 8:30 AM - Meet and Greet
- 8:30-10:00 Project Management and the HR Professional, a key competency
    - Why Develop Your Project Management Skills
    - The World of HR Project Management
    - Typical Challenges in Managing HR Projects
    - Hallmarks of an Effective HR Project Manager
- 10:00-12:00 Project Management as a Process, a 4-Phase overview
    - Defining and Organizing the Project
    - Planning the Project
    - Managing Project Execution
    - Closing the Project
- 12:00-1:00 Lunch

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- 1:00 – 2:00 The Cast of Characters, Who's Who in Project Management
  - Every Member of the Team has a Role
  - Characteristics of Effective Project Teams
- 2:00-3:30 Developing the Scope, Your Marching Orders
  - A Mandate for Action
  - Clarifying Objectives
  - Making it Time Limited
  - Getting Specific About Project Scope
- 3:30 – 4:30 Charters, A Framework for Action and Important First Steps
  - Decisions, Lots of Decisions
  - Tracking and Disposing of Unresolved Issues
  - Documenting Decisions and Actions
  - Creating a Communications Plan
  - Bringing People into Contact
  - Developing the Budget

DAY 02(8:30 AM - 4:30 PM)

- 8:00-8:30 Meet & Greet
- 8:30 – 10:00 Work Breakdown, From Huge to Manageable Tasks
  - WBS Structure
  - Time and Resource Estimates
  - Assigning the Work
  - An Extended Example
  - Shall we proceed?
- 10:00 – 11:30 Scheduling the Work
  - WBS Structure
  - Time and Resource Estimates
  - Assigning the Work
  - An Extended Example
  - Shall we proceed?
- 10:00 – 11:30 Scheduling the Work
  - Putting the Horse Before the Cart, Examining the Relationships Between Tasks
  - Creating a Draft Schedule
  - Optimizing the Schedule
  - Using Scheduling Software
- 11:30 – 12:00 Adjustments and Trade-Offs, More Fine Tuning
  - When Your Project Won't Fit
  - Challenging Assumptions
  - Revisiting Tasks and Times
- 12:00 – 1:00 Lunch

- 1:00 – 2:00 Managing Risk, Scanning the Hazy Horizon
  - What is Risk Management
  - Identifying and Prioritizing Project Risks
  - Taking Actions to Avoid or Minimize Risks
  - Developing Contingency Plans to Handle Potential Setbacks
- 2:00 – 3:00 Project Adaptation, Dealing with What You Cannot Anticipate
  - Sources of Unanticipated Risk – and Their Consequences
  - The Adaptive Management Approach
- 3:00 – 4:30 Getting Off on the Right Foot, Project Needs to Keep in Mind
  - Why Launch Meetings Matter
  - Creating Integrative Mechanisms
  - Establishing Norms of Behavior

DAY 03(8:30 AM - 4:30 PM)

- 8:00-8:30 Meet & Greet
- 8:30-9:30 Keeping on Track, Maintaining Control
  - Monitoring and Controlling the Project
  - Dealing with People Issues
  - Maintaining Communication
  - Handling Problems
- 9:30 – 10:00 the Closedown Phase, Wrapping It Up
  - Performance Evaluation
  - Documentation
  - Lessons Learned
  - Celebration
- 10:00 -12:00 Managing Varied HR Projects, Achieving Your Desired Results
  - Overview of Project Based Work Plans
  - Outsourcing HR Activities
  - Winning Executive Support for your HR Project
- 12:00-1:00 Lunch
- 1:00-1:30 Supporting Critical High-Level Projects, HR's Vital Role
  - Developing a Crisis Management and Recovery Plan
  - Assisting with mergers and Acquisitions
  - Managing a Downsizing Initiative
  - Facilitating Cultural Change in Your Organization
- 1:30-4:30 Next Steps, Honing Your Project Management Skills
  - Exercise Based Activities outlining key steps in HR projects
  - Revisiting Key Principles and Practices
  - Learning from Your HR Project Management Experience
  - Enhancing Your Project Management Abilities

Cathleen M. Hampton
Human Resource Compliance & Risk Management Consultant

Cathleen Hampton is a seasoned Human Resources Expert with more than 25 years of experience helping companies in the areas of risk mitigation and compliance management, work force planning, and human capital strategy. She has a unique ability to analyze operations for risk and help maneuver cultural practices and compliance enhancements that increase positive organizational outcomes, maintain employment law compliance, avoid workplace litigation, reduce costs, and increase revenue.

She is a well-known speaker noted for presenting best-in-practice solutions focused on talent retention and operational strategies that outpaced major completion through strong and decisive business leadership. Cathleen is a sought after speaker in her industry and has presented Human Resource topics such as:

- Project Management and Human Resources
- Auditing best practices
- Pay equity and total compensation strategies
- Corporate communications and public relations
- HR legal principles and compliance best practices
- Managing change and transition
- Power, influence, and persuasion
- The art of negotiation
- Affirmative Action compliance trends and tips
- The art of the interview
- Performance management

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Cathleen is a results-oriented Human Resource Expert with a unique background in business management, spanning over 25 years. Her expertise includes: Employment laws, job analysis, compensation and market surveys, HR Audits, labor/employee relations, employee handbooks, hiring, workplace investigations, policies and procedures.

Ms. Hampton holds an MBA and a Bachelor in Business /Human Resources Management. She has taught human resource professionals at the undergraduate and graduate level as an adjunct professor covering such topics as:

- Human Resource Management for the Professional
- SOX and Human Resources
- Legal Principles of HR
- Ethics
- Leadership Development
- Change Management
- Training and Development
- PHR/SPHR certification preparation

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