

# PROJECT MANAGEMENT HELP



- ▶ Want to take your projects to the next level?
- ▶ Do you sometimes have trouble predicting project success and schedules?
- ▶ Want help with a set of simple tools that everyone will use?

***BrightHill Group can help.***

***We will work with you to put together a customized package perfect for you!***

***Call 240-668-4799 today!***

## Core Project Management

PM Fundamentals  
Balancing Competing Priorities  
Too Busy to Plan – From Overwhelmed to Done  
“Extreme” Project Management Essentials  
Everyone Communicates, Few Connect  
Becoming a Person of Influence  
Managing Resources  
Managing Project Estimates  
Effective Meeting Management  
Finding Focus – The Key to Success  
Positive Attitude  
Influence Without Authority  
How to Deliver Feedback that Changes Behavior  
Time Management – Strategies for Success

## Next Level Project Management

“Lean” Project Management  
“Agile” Project Management  
PM Templates  
Conflict Resolution on Your Project  
Relationship-Based Project Management  
Giving Feedback to Team Members  
Forecasting  
Essential Negotiation  
From Hotshot to Head Honcho – Transition from Expert to Leader  
Setting Work Expectations that Help Your Team Soar  
Positive Connection – Catch Them Doing Something Right  
Growing and Developing Team Members  
Increasing Trust on Your Team  
Holding Team Members Accountable to Deliver  
Delegation – When and How

## Advanced Topics

3 Keys to Increase Your Influence with Others  
Managing Risk  
Managing Multiple Projects  
High Performance Teams  
Project Quality Management  
Cost Management  
Contract Management  
How to be Heard  
Performance Evaluations That Work  
Simple, Powerful 1-1’s with Team Members  
Failing Forward – From Failure to Success