



# J&J Global Headquarters Day Courses



## One Day Development Opportunities

**Location:** 410 George St. 9th Floor, New Brunswick, NJ

**Dates:** 3/14, 4/11, 5/16, 6/13, 9/19, 10/17, 11/14, 12/12

**Duration / PDU Credits:** 1 day / 7 PDU's

**Cost:** \$495 per person includes all instruction & materials

**Discounts:** Sign up for all 2014 (8 courses total = 56 PDU's) for \$2995, that's a **\$965 savings!** Take an additional **10% OFF** if you pay in full in 2013 for the 8 course package! If your refer someone to our courses, **SSI will pick up half the cost of your next class!** (details below)

Course	Description	Date
Project Estimating and Scheduling	One of the most critical tasks of a project is setting realistic expectations. Project failure is a result of unrealistic expectations based on inaccurate estimates. Successful projects, on the other hand, complete on time and on schedule. Project duration estimating is the main purpose of scheduling. Accuracy of the overall schedule relies completely on the accuracy of estimates. Since actual time to complete an activity isn't know, this course will help you uncover various methods to provide sound estimates and timelines.	March 14
Project Planning, Analysis and Control	The project plan is the model of the process the team intends to adhere to in order to meet the project objective. Analysis gives you visibility into the performance of your initiatives. Project control is concerned with the metrics of the project (quantities, time, cost, resources, etc.) The purpose of these project management guiding principles in this course is to assist you in planning, organizing, evaluating & controlling your projects while maximizing the potential for success.	April 11
Risk Management	Identifying risk is a critical process. This course will teach you which risks may affect the project, tools to document their characteristics and a means to determine how risks will be managed. Learn Qualitative (risk characteristics) and Quantitative (risk calculation of probability and occurrence) Analysis so you can prioritize and create a risk response. When risks are properly monitored (identification of risk) and controlled (implementation of risk response) the likelihood and impact of negative events are significantly reduced or avoided.	May 16
Project Scope Management	Project scope management is the process that ensures the project includes all and only the work required to achieve the project objective. You will learn to define all requirements and establish change control to avoid scope creep. With strict deadlines, limited time & resources, an unapproved change in scope can spell disaster for your project. By applying the project scope management methods in this course you will be able to guide and direct your project to avoid scope creep.	June 13
Building High Performance Project Teams	Well-integrated, high-performing project teams are extremely focused on their goals and are largely self-sufficient. They are a team of individuals with specific functions, complementary proficiencies, aligned and committed to a common purpose.	September 19

(P) 877-390-3057 – [www.ssi-learn.com](http://www.ssi-learn.com)

SSI has been reviewed and approved as a provider of project management training by the Project Management Institute



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	Leadership among high performing teams is shared by various members to meet the pressing need(s). This course will provide you with the tools & techniques to create a high performance team who can outperform similar teams within your organization.	
<b>Advanced Stakeholder Management</b>	Stakeholders influence the outcome of your project through decisions, contributions, communications, work performed, etc. Anyone who is affected or influenced by its results (decision, activity or outcome) is a stakeholder. Learn how to identify stakeholders (identify people & their impact), plan stakeholder management (strategies to engage stakeholders), manage stakeholder communication and control stakeholder engagement (monitoring overall relationships). Learning to recognize and direct stakeholders effectively can be the difference between project success and failure.	October 17
<b>Influencing Skills for Project Managers</b>	As a project manager you may have little or no authority, but you are accountable for getting the job done. This still rings true, even when you do have authority. This course will teach you how to influence (sway or affect), negotiate (discuss and agree) and network (relationship building) to get people to do what you want done. Successful influencing skills will allow you to successfully manage stakeholders at multiple levels, maintain a win-win approach and most important, accomplish the project goal.	November 14
<b>Managing Remote Project Teams</b>	As projects continue to evolve resources, expertise and expenditures will spread around the globe. Given this trend, there is a high likelihood that you will lead or collaborate on remote projects. It will be necessary to be equipped with skills to handle the requirements and uniqueness that come with managing remote project teams. Learn how to overcome communication challenges, cultural differences, and become flexible (location, meeting schedules, etc.) to successfully manage remote project teams effectively.	December 12

**Registration & Info on Additional Courses:**

Please contact SSI at 877-390-3057 or Email Karin Leggemann directly at:

[kleggemann@ssi-learn.com](mailto:kleggemann@ssi-learn.com)

**Payment:**

All major credit cards accepted, SSI is an Official J&J Vendor in the ARIBA System (#317446001), PO's are accepted

**Additional Resources:**

Project Management Certification (PMP) Four Day Prep Course held at the Ethicon Campus

**NOTE:** \*Referrals MUST include your name during the enrollment process\*

