



Hammond Educators
Fallston, MD 21047
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www.HammondEducators.com

Project Management

In today's fast-paced, resource-constrained environment, organizations succeed or fail based on their ability to deliver results—on time, on budget, and in alignment with strategic goals. Hammond Educators' Project Management program equips professionals with the essential skills, tools, and leadership capabilities needed to manage projects with confidence, foster collaboration, and drive lasting impact.

This comprehensive suite of courses provides a progressive learning path for project professionals at every level. From mastering project planning and control techniques to developing agile mindsets and facilitative leadership skills, participants gain both the technical and interpersonal competencies required to guide teams through complex initiatives.

1. **Project Management Workshop (3 Days):** Builds a solid foundation in the principles and practices of project management, helping participants plan, execute, and deliver projects successfully while strengthening teamwork and communication.
2. **Introduction to Agile Methods (1 Day):** Introduces the core values, principles, and practices of agile project management, showing participants how to apply flexible, adaptive approaches to improve responsiveness and results.
3. **Facilitative Leadership for Project Managers (3 Days):** Develops the collaboration, communication, and facilitation skills project managers need to engage diverse stakeholders, build alignment, and lead teams effectively in both in-person and virtual settings.
4. **Project Leadership, Management and Communication (3 Days):** Strengthens leadership presence through advanced communication, motivation, and ethical decision-making strategies, enabling project leaders to inspire teams and navigate organizational change with integrity.
5. **Project Planning Analysis and Control (3 Days):** Provides practical tools and techniques for planning, analyzing, and controlling projects—covering risk management, scheduling, budgeting, and performance tracking from start to finish.



Project Management Workshop (3 Days)

A key factor in the success of any organization in today's environment is the ability to successfully and consistently deliver results despite increasing customer expectations, limited resources and competing priorities.

Based on the project-orientation of most organizational initiatives, the ability to successfully manage projects has therefore emerged as one of the most critical capabilities that an organization must possess to remain successful.

Despite the importance of solid project management skills, most project managers are forced to learn on the job, which is typically a very risky, costly and inefficient way to learn.

The primary objective of the Project Management Workshop is to help project managers to develop the skills and knowledge needed to be able to successfully meet their project objectives on time and on budget.

The workshop uses discussion, videos, articles, learning instruments, and individual and team activities that allow for experimenting and practice. It is practice that not only builds skill but also, confidence.

It is about making project teams more productive with less friction. It's about getting results quicker and for less cost. And it's fun.

Objectives

Upon completion of the Project Management Workshop, students will be able to:

1. Properly define the project objective
2. Perform a stakeholder analysis and create a stakeholder engagement plan
3. Assemble and nurture a successful project team
4. Engage stakeholders to correctly formulate the scope of project requirements and the constraints on the project
5. Estimate total project time and cost (TOC)
6. Use the concepts of Earned Value Management (EVM) to identify project status and predict future outcomes.
7. Identify project slippage and formulate corrective actions
8. Perform a risk assessment
9. Communicate project risks to management and other stakeholders
10. Build quality assurance (QA) and quality control (QC) into project plans
11. Incorporate Compliance adherence activities into the project plan
12. Communicate status to management and other stakeholders
13. Apply common project management methods and techniques for forming activities (WBS), estimating, scheduling, assessing risks, budgeting, assigning resources, etc.



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Introduction to Agile Methods (1 Day)

Agile concepts, tools and techniques provide an alternative to traditional approaches. More and more there is pressure on teams to produce high quality products and services quickly. This course is designed to provide participants with the requisite knowledge to explore how agile concepts can be employed to enhance project performance. It is ideal for members of the operating components interested in learning about agile methods.

Participants will learn the roots of the agile movement, key concepts, definitions, and various tools and techniques. Group discussions will be augmented with intriguing activities designed to reinforce fundamental agile principles.

Objectives

Upon completion of this workshop, participants will be able to;

1. Define the characteristics of agile methods
2. Cite the major values of agile methods
3. Explain when to use traditional vs. agile methods
4. List the costs and benefits of agile methods
5. Identify the major types and kinds of agile methods
6. Contrast agile processes and practices
7. Dispel common agile myths and misconceptions
8. Apply agile methods at the organizational level
9. Determine the strengths and weaknesses of agile vs. traditional lifecycles
10. Locate agile training, certification, and resources



Facilitative Leadership for Project Managers (3 Days)

Leaders of all types, particularly project managers, know that collaboration is necessary. Many, however, because they are “the leader,” assume the role of facilitator without having the necessary skills. They wrongly assume that facilitation means simply, managing a meeting (an activity that, in itself, is often a challenge.) This can be frustrating for the project manager and the participants, and costly for the project and the organization. And the virtual working environment intensifies this reality.

Facilitative Leadership for Project Managers is about giving project managers the skills and techniques to fully engage their team and project stakeholders to build, implement and use the new products and services that result from their projects. It is about delivering value more rapidly.

Project managers will walk away with proven approaches and best practices for building teams, gaining project alignment, and getting stakeholder buy in. They will learn collaboration methods for planning, problem-solving, decision-making, generating and evaluating ideas, and achieving consensus. They will also learn how to manage dysfunction and difficult participants, and how to prepare the organization to adopt the results.

Perhaps most importantly they will be able to create an environment that benefits from diversity and inclusion. The workshop uses discussion, role-playing exercises, and individual and team activities that allow for experimenting and for practice. A significant portion of the workshop focuses on the virtual working environment. Lastly, it's fun.

Objectives

Upon completion of this workshop, participants will be able to:

1. Use different methods for planning, problem-solving, decision-making, innovative thinking, and achieving consensus
2. Encourage a diversity of perspectives
3. Increase group participation
4. Control difficult participants
5. Recognize dysfunction and tangents and maintain focus
6. Build an effective team outside of the working sessions
7. Engage Stakeholders to obtain alignment and to defuse resistance
8. Acknowledge and celebrate team accomplishments
9. Plan, prepare for and facilitate large group sessions
10. Leverage the knowledge and experience and creativity of your people to make sound decisions and implement effective action
11. Engage stakeholders, internal and external, in ways that move the organization toward with a culture of participation



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Project Leadership, Management and Communication (3 Days)

Effective leadership requires more than technical expertise, it demands the ability to communicate clearly, motivate others, and navigate the complex human dynamics of change. This intensive three-day course equips leaders and managers with the insight and tools to strengthen team performance, build trust, and lead with integrity.

Participants will learn how to lead project teams through more effective communication, applying strategies that enhance collaboration and accountability. They will explore motivational value systems to better understand what drives individual and team performance, leading to greater productivity and cooperation. Through engaging discussions and practical exercises, the course highlights the importance of ethics in leadership and how to model ethical decision-making in daily practice.

Leaders will also learn to recognize predictable stages of organizational change and apply appropriate leadership strategies at each stage to maintain momentum and morale. The course introduces a four-stage collaborative negotiation process to resolve conflicts constructively and reach mutually beneficial outcomes. Participants will conclude the program by creating a personal Leadership Development Plan—a practical roadmap for continued growth and immediate implementation upon returning to work.

Course Objectives:

1. Lead project teams through more effective communication
2. Identify motivational value systems to improve productivity and cooperation
3. Recognize the role of business and personal ethics in leadership
4. Define predictable change stages and identify appropriate leadership strategies for each stage
5. Utilize a powerful four-stage collaborative negotiation process
6. Create a Leadership Development Plan to implement when you return to work



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Project Planning Analysis and Control (3 Days)

Effective project management is the cornerstone of organizational success. This three-day course provides participants with the essential knowledge and practical tools to plan, analyze, and control projects from initiation to closeout. Designed for project leaders, team members, and aspiring managers, the course emphasizes both the strategic and technical aspects of managing projects successfully.

Participants will learn to define project requirements and develop a solid project management plan that includes a clear work breakdown structure, realistic scheduling, resource allocation, and accurate cost estimation. The course explores risk identification, assessment, and mitigation strategies, preparing participants to anticipate challenges before they arise. Through practical exercises and case studies, learners gain experience in controlling projects against baselines, maintaining progress, and ensuring alignment with organizational objectives.

The program concludes with techniques for effective project closeout, ensuring lessons learned are captured and performance goals are achieved. Participants leave with a comprehensive understanding of the project life cycle, ready to manage complex initiatives with confidence and precision.

Course Objectives:

1. Describe the roles and responsibilities of project managers across the project life cycle
2. Define and develop the foundations of a project management plan, including project requirements, work breakdown structure, schedule, resources, and other cost estimates
3. Describe project risk identification, risk assessment, and risk mitigation strategies
4. Control the project by managing against the baseline
5. Close out a project effectively