TEAM 1144

PROJECT MANAGEMENT & TRANSFORMATIONAL LEADERSHIP

Catalog of Services, Trainings, and Professional Certifications

At TEAM 1144 we are a passionate group of professionals with over 50 years of combined experience in project and program planning and management, business continuity and operations consulting, organizational resilience, change management, and transformational leadership. We increasingly focus on projects as a means of change and disruptive transformation on the organizations we serve. *We work hard and train to project ourselves and be recognized by our clients and by our peers as something more than Project Managers,* **we are Transformational Leaders and Change Agents**!

We are an amalgamation of top education, experience, talent, skill, creativity, & innovation. Since the year 2000, our lead professionals have acquired vast experience leading project management and business continuity management teams from mid to high level complexity projects and programs. We are enthusiastic about applying the best practices and the principles and methodologies of Project Management, Strategy Implementation, and Transformational Leadership to help our clients solve difficult problems, achieve the success of their projects, add value, and increase their Readiness and Organizational Resilience, and achieve a Culture of Constant Transformation.

At TEAM 1144 we are totally convinced that to make a better world one project/organization at a time, we need to be more than project managers, we must be Transformational Leaders in a constant search to share blessings and knowledge that, by Grace, we have received!

OUR MISSION

Our mission is to be an innovative company that builds extraordinary relationships with our clients, generates groundbreaking ideas, inspires growth, enhances project excellence, and consistently adds value to drive resilience, change, innovation, and transformation in the people, communities, and organizations we serve.

Contributing to a better and resilient world, one person, one project, one organization and at a time!

SERVICES

Project Management & Transformational Leadership

Leading Your Project to Success!

We have successfully planned, led, managed, and executed numerous projects for cooperatives, municipalities, government agencies, private sector clients, and non-profit organizations. Our focus is on fulfilling institutional objectives and achieving our clients' goals.

Our project management and administration process ensure that our clients receive their deliverables, initiatives, or programs on time and within the established budget. Under our leadership and direction, the client maintains a single point of contact and accountability throughout the entire development team. From the inception of your initial idea to the delivery of your completed project, TEAM 1144 provides a comprehensive solution for your business.

We can support you in the following areas:

- Design, Consulting, and Support in the Implementation and Continuous Improvement of your Project Management Office (PMO) for private organizations, NGOs, municipalities, and other governmental organizations.

- We specialize in providing comprehensive grants and project management services for projects funded by private investors or federal agencies such as FEMA, CRP, CDBG-DR, CDBG-MIT, CDBG, HUD, and SBA. Our experienced team is well-versed in the specific requirements and regulations associated with managing grants and projects that receive federal funding.

  o We offer expertise in the following areas:

    ▪ Grant Application and Compliance: We assist in preparing grant applications, ensuring compliance with federal guidelines, and managing the documentation and reporting requirements throughout the project lifecycle.

    ▪ Budgeting and Financial Management: Our team helps develop accurate and comprehensive project budgets, tracks expenditures, and ensures compliance with financial regulations and reporting standards.

    ▪ Project Planning and Implementation: We work closely with clients to develop detailed project plans, establish milestones and deliverables, and manage the project execution process, including procurement, resource allocation, and risk management.

    ▪ Stakeholder Engagement and Communication: We facilitate effective communication and collaboration with all project

stakeholders, including federal agencies, local authorities, community members, and other relevant parties.

- Performance Monitoring, Evaluation, Accountability and Lessons Learned (MEAL): We establish performance metrics, implement monitoring systems, and conduct regular evaluations to track project progress, identify areas for improvement, and ensure the project's success. Accountability refers to the responsibility and transparency of project stakeholders in delivering on their commitments and being answerable for their actions. Learning includes documenting best practices, capturing lessons learned, and sharing knowledge to enhance the overall effectiveness of future projects.

- By leveraging our expertise in grant and project management, we aim to maximize the impact and efficiency of projects funded by private funds or state/federal grants, ultimately achieving the desired outcomes, and benefiting the communities and organizations involved.

- Construction Management using the PROCORE technology platform.
- Digitization and Technological Transformation Program Management.
- Educational and Professional Training Program Management.
- Change Management and Transformational Leadership.
  - Diagnosis, Strategic Planning, and Leadership for your Organizational Transformation Program and Change Management.
  - Training in Project Management, Change Management, Leadership, Program and Portfolio Management, and PMO.

Some of the Professional Certifications in Project Management, Change Management, and Transformational Leadership of our resources include:

PMO, Portfolio, Program & Project Management Organizational Structure
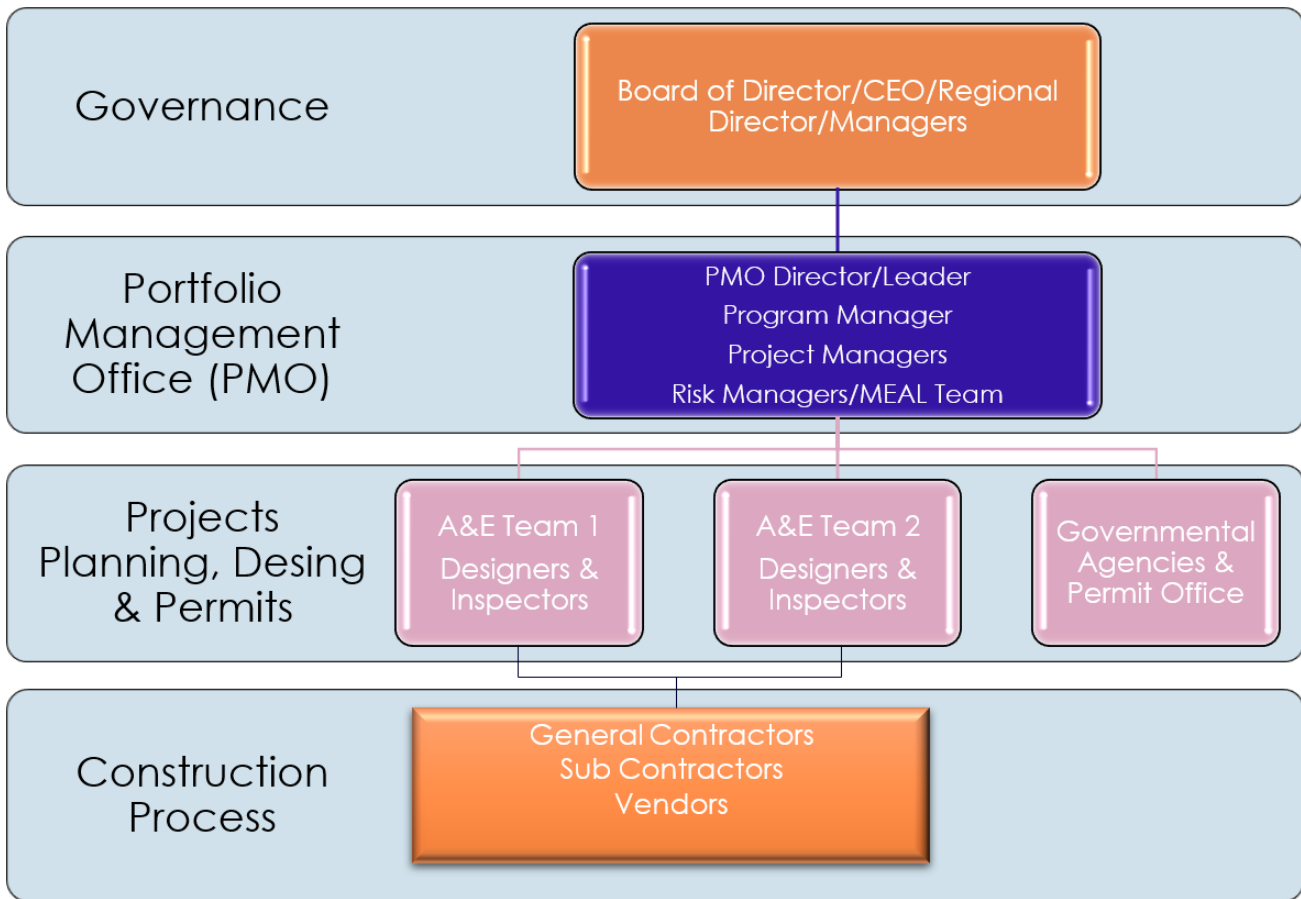
Benefits of a PMO:

- Standardization and improvement:

  o The PMO establishes standardized processes, templates, and best practices for project management, ensuring consistency and efficiency across store construction projects.

  o It continuously improves project management methodologies and practices based on lessons learned and industry standards, leading to better project outcomes.

- Centralized project governance:

  o The PMO provides centralized oversight and governance to ensure that projects align with the organization's strategic objectives, budgetary constraints, and quality standards.

  o It establishes clear project approval and prioritization processes, ensuring that resources are allocated effectively, and projects are aligned with the organization's priorities and strategy.

- Enhanced project coordination and communication:
  - o The PMO facilitates effective communication and collaboration among project stakeholders, including architects, contractors, suppliers, and internal teams.
  - o It establishes regular project status reporting and communication channels, enabling stakeholders to stay informed about project progress, milestones, and potential issues.

- Improved resource management:
  - o The PMO helps optimize resource allocation by coordinating the availability and utilization of labor, equipment, and materials across multiple store construction projects.
  - o It identifies resource bottlenecks and conflicts, allowing for better planning and allocation of resources to ensure project timelines and deliverables are met.

- Risk management and mitigation:
  - o The PMO implements robust risk management processes to identify, assess, and mitigate risks associated with store construction projects.
  - o It establishes contingency plans and risk response strategies, minimizing the impact of potential disruptions or unforeseen events on project timelines and budgets.

- Knowledge sharing and lessons learned:
  - o The PMO facilitates knowledge sharing and the dissemination of best practices across store construction projects.
  - o It captures lessons learned from previous projects and promotes continuous learning and improvement within the organization.

Overall, the PMO plays a crucial role in ensuring successful delivery of construction projects (or any other type of projects) by providing strategic oversight, standardizing processes, enhancing coordination and communication, optimizing resource management, mitigating risks, and fostering a culture of continuous improvement.
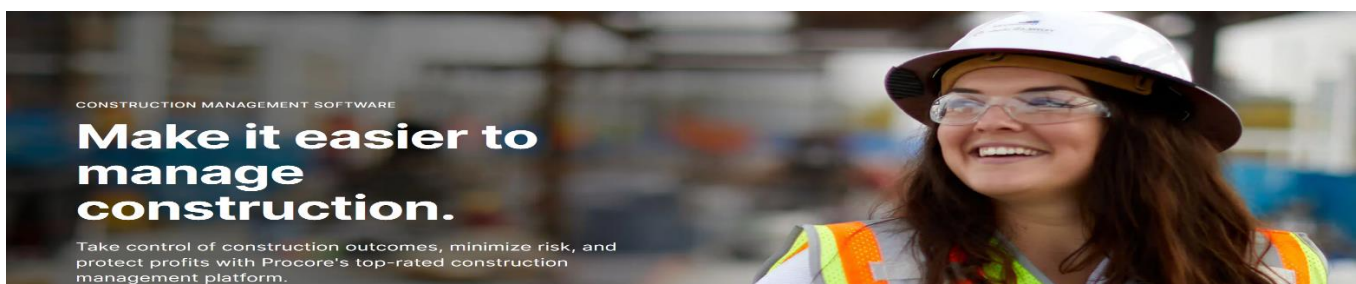
Sales, Consulting, and Support for the Implementation of **PROCORE** Construction Project Management Software and Platform:

We offer sales, consulting, and support services for the implementation of the PROCORE technology platform, designed specifically for the efficient management of construction projects. PROCORE is a comprehensive solution that streamlines project workflows, enhances collaboration, and improves overall project performance.

Our services include:

- Assessment and Consultation: We assess your project management needs and provide expert guidance on how PROCORE can best meet your requirements. We analyze your current processes and workflows to identify areas of improvement and tailor the platform to align with your specific project management goals.

- Implementation and Configuration: Our team assists in the implementation and configuration of PROCORE, ensuring that the platform is set up correctly according to your project requirements. We customize the platform to fit your organization's unique processes, project structures, and reporting needs.

- Training and Onboarding: We provide comprehensive training sessions to familiarize your team with the features and functionalities of PROCORE. Our training programs are designed to empower your staff to effectively utilize the platform, maximizing their productivity and efficiency in managing construction projects.

- Ongoing Support and Maintenance: We offer continuous support and maintenance services to address any technical issues, provide guidance, and ensure that PROCORE operates smoothly throughout your project lifecycle. Our team is available to assist with troubleshooting, platform updates, and user support.

By leveraging the power of PROCORE, your organization can streamline project documentation, improve communication and collaboration among team members, track project progress in real-time, and enhance overall project efficiency. Our sales, consulting, and support services aim to facilitate seamless implementation and optimize the benefits of PROCORE for your construction projects.

CONSTRUCTION MANAGEMENT SOFTWARE

Make it easier to manage construction.

Take control of construction outcomes, minimize risk, and protect profits with Procore's top-rated construction management platform.

Business Continuity Plans & Incident/Emergency Management Plans

We are committed to helping your business become resilient at all levels!

We provide expertise in developing robust Business Continuity Plans (BCPs) and Incident/Emergency Management Plans to help organizations prepare for and effectively respond to unexpected disruptions and crises. Our services include:

- Business Impact Analysis (BIA): We conduct a comprehensive analysis to identify critical business functions, assess potential risks and impacts, and determine recovery priorities. This analysis forms the foundation for developing a tailored Business Continuity Plan.

- Business Continuity Plan Development: Our team works closely with your organization to create customized Business Continuity Plans that outline strategies, procedures, and resources necessary for maintaining essential operations during a disruption. We incorporate best practices and industry standards to ensure the plan's effectiveness.

- Incident/Emergency Management Plan Development: We assist in developing Incident/Emergency Management Plans that define roles, responsibilities, and protocols for responding to various incidents and emergencies. These plans include procedures for communication, coordination, and resource allocation to mitigate the impact of incidents and ensure a swift and organized response.

- Training and Exercises: We provide training sessions and conduct tabletop exercises and simulations to familiarize your personnel with the plans, test their effectiveness, and identify areas for improvement. These activities enhance the preparedness and response capabilities of your organization.

- Plan Maintenance and Review: We offer ongoing support to update and maintain the Business Continuity and Incident/Emergency Management Plans as your organization evolves. We conduct periodic reviews to ensure the plans remain up-to-date and aligned with current risks and industry standards.

Our goal is to help organizations establish resilient frameworks that enable them to effectively manage disruptions, minimize downtime, protect their assets, and swiftly recover operations. By implementing comprehensive Business Continuity Plans and Incident/Emergency Management Plans, you can enhance your organization's preparedness and response capabilities in the face of unexpected events.

Some of the Professional Certifications in Business Continuity and Emergency/Incident Management held by our resources include:

Courses and Professional Certifications in Project Management, Programs Management & PMO:

PM4PRR3®
Project Management for Puerto Rico's
Recovery, Reconstruction & Resiliency

Pyramid learning   PM4NGOs

Through our partnership with **Pyramid Learning and PM4NGOs**, we offer the following training programs leading to professional certifications in project and program management using the PMD Pro methodology from PM4NGOs:

1. **Project Management for Development Professional Level 1: Foundation (PMD Pro Level 1):**

   24 contacts hours

   Project DPro (PMD Pro) is a globally recognized project management certification for professionals in community development, municipalities, nonprofit organizations, and humanitarian aid. The course equips project managers with the necessary skills to deliver transparent and effective results to donors and communities. Through TEAM 1144, this course is tailored to the needs of project and program management professionals of private organizations, NGOs, governmental agencies, or municipalities in Puerto Rico.

   The course is offered in both in-person and online formats. In the online course, students are presented with the tools, processes, and systems that project management professionals can utilize to manage projects more effectively and with greater impact. The online courses are taken over a period of 6 weeks through the educational platform provided by Pyramid Learning. Additionally, TEAM 1144 offers local review sessions and tutorials for each group of students.

   For those preferring an in-person experience, TEAM 1144 also offers the course locally, which spans 4 days and includes 25 hours of contact time, including the time allocated for taking the professional certification exam.

   Upon completion of the course, TEAM 1144 & **Pyramid Learning** will issue a Certificate of Participation to each student. The PMD Pro Professional Certification is issued under the standards of **PM4NGOs** once the exam on the **PM4NGOs** platform is successfully passed.

   Curriculum: Throughout the course, everything necessary for success in the Project DPro certification exam will be covered. This includes:

- Developing realistic project designs

- Identifying, analyzing, and engaging stakeholders

- Detailing project scope

- Effective planning and creating realistic schedules

- Understanding the role of good governance in projects

- Identifying, assessing, and responding to project risks

- Planning and organizing project implementation

- Proactively managing issues and changes to meet time, budget, and scope

- Monitoring, evaluating, and controlling project activities

- Defining project team responsibilities

- Successfully closing projects

- Understanding which tools can be immediately applied to projects

- Knowing where to continue learning more about project management

The **Project DPro** certification and training are targeted towards:

- All personnel in private organizations, NGOs, governmental agencies, or municipalities are involved in and/or supporting the management of their organization's projects.

- Project Managers with or without previous experience.

- Leaders or Executives of private organizations, NGOs, governmental agencies, or municipalities.

2. Program Management for Development Professional Level 1: Foundation (Program DPro Level 1):

24 Contac hours

Program DPro is a globally recognized certification in program management for professionals involved in community development, municipalities, non-profit organizations, and humanitarian aid. It is designed to equip individuals with the necessary competencies for managing Program of Projects (groups of projects that are interconnected).

This course provides the skills needed to effectively design, plan, and implement programs throughout their lifecycle. **Program DPro** is the ultimate certification for learning and confirming that you have the skills to achieve project and program success in any service organization through exemplary program management.

The **Program DPro Foundation Certification** is intended for those with experience working in a project/program-based environment who seek best practices and program-level tools contextualized to the international development sector. Please note that, to take the Program DPro exam, it is highly recommended to have previously obtained the Project DPro (PMD Pro) certification, as the Program DPro guide and exam refer to many of the PMD Pro contents.

Through TEAM 1144, this course is contextualized for all professionals in project and program management in municipalities and organizations in Puerto Rico. The course is provided in both in-person and online formats, where students are presented with tools, processes, and systems that project management professionals can use to manage projects more effectively and with greater impact. Online courses are taken over a period of 6 weeks through the educational platform of Pyramid Learning, with review sessions and tutorials offered by TEAM 1144 locally for each group of students.

TEAM 1144 also offers the course in-person locally, which lasts for 4 days, equivalent to 25 contact hours, including the time to take the professional certification exam.

At the end of the course, TEAM 1144 & **Pyramid Learning** will issue a Certificate of Participation to each student. The PMD Pro Professional Certification is issued under the standards of PM4NGOs once the exam is successfully passed on their technological platform.

Curriculum: During the course, everything necessary for success in the **Program DPro** certification exam will be covered. This includes:

- Understanding the phases of Program DPro, including disciplines and principles.

- Explaining how projects, programs, and portfolios interact.

- Understanding the relationships between projects, programs, and theories of change.

- Articulating the full scope of a program, including project and non-project work and dependencies between projects.

- Practicing program planning and understanding how staged planning works at the program and project levels.

- Mapping out program stages.

- Establishing an effective project management culture throughout the program.

- Ensuring programs and projects are well-governed.

- Understanding the importance of change and issue management throughout the program.

- Developing action plans to improve the management of existing programs.

The **Program DPro** certification and training are targeted towards:

- All personnel from companies, organizations, agencies, or municipalities involved in and/or supporting the management of their organization's projects with experience in Project DPro.

- Project Managers with experience in Project DPro.

- Program Managers without experience in Project DPro

- Leaders or Executives from municipalities, companies, agencies, or organizations with experience in Project DPro.

PM4NGOs
Training Partner
Organization

Courses in Project Management Offices (PMO):

Through our partnership with PMO Academy, we provide the following training courses leading to professional certifications in Project, Program, and Portfolio Management Offices (PMO):

1. **Project Management Office Foundation (PMO-FO):**

   14 contact hours

   Certification in Fundamentals of Project Management within the PMO Framework with Real-World Practical Exercises.

   In this course, you will learn the fundamentals of project management within the PMO framework through real-world practical exercises.
   - Basic concepts of project management.
   - Understanding the relationship between project-program-portfolio.
   - Frameworks in project management.
   - The need to establish a PMO.
   - Roles and responsibilities of PMO Staff
   - Myths about PMOs.
   - Types and maturity levels of a PMO.

   Target Audience:
   - Any professional seeking to redirect and enhance their profile as a member and future leader of a PMO.
   - Project management specialists need to confidently tackle the challenge of leading a portfolio of projects and products.
   - Students of the master's in project management seeking to complement their studies and embark on a path towards future PMO leadership.
   - Current heads of project offices (PMOs), PMO Directors, Head PMOs.
   - Professionals with project management experience in any role, project, or organization aiming to enhance their role and experience within a PMO.
   - Project Directors, Project Managers, Project Leaders, Analysts, IT Architects actively involved in or interested in implementing best practices for a PMO in conjunction with PMI-PMP/PRINCE2 methodologies.
   - Agile Coaches, Scrum Masters, Product Owners actively involved in or interested in implementing an APMO (Agile PMO) in conjunction with Agile Scrum/Kanban/Lean philosophies.
   - Senior Project/Program/Portfolio Management Professionals.
   - Independent consultants in governance, project management, and project offices.

2. Project Management Office BIRISI Model (PMO-BR):

14 contact hours

Certification in Project Categorization and Prioritization within the PMO Framework with Real-World Practical Exercises. BIRISI Model (Benefits, Investment, ROI, Impact, Satisfaction, Implementation), specially developed for a PMO with Projects (predictive) as Products (adaptive).

Upon completion of the workshop, you will be able to:

- Implement the BIRISI model for a Hybrid PMO, Agile PMO, or Traditional PMO.
- Categorize and prioritize a Project and Product Portfolio from a PMO, including a variable specifically focused on industries undergoing continuous regulatory evaluation, such as Medical, Chemical, Food, Banking, Insurance, etc.

Target Audience:

- Current heads of project offices (PMOs), PMO Directors, Head PMOs.
- Professionals with project management experience in any role, project, or organization aiming to enhance their role and experience within a PMO.
- Project Directors, Project Managers, Project Leaders, Analysts, IT Architects actively involved in or interested in implementing best practices for a PMO in conjunction with PMI-PMP/PRINCE2 methodologies.
- Agile Coaches, Scrum Masters, Product Owners actively involved in or interested in implementing an APMO (Agile PMO) in conjunction with Agile Scrum/Kanban/Lean philosophies.
- Senior Project/Program/Portfolio Management Professionals.
- Independent consultants in governance, project management, and project offices.

Prerequisites:
- Members with project management experience in any role and an interest in applying best practices and a specific methodology for a project office (PMO).
- Members with experience as a project leader/manager, program and/or portfolio manager, project director, or project auditor who are considering implementing or redesigning a PMO in their organization.
- Members with experience as a Scrum Master, Product Owner, and/or Agile Coach who are considering implementing an Agile PMO in their organization.
- Members with project management experience who want to deepen their knowledge or redirect their professional path in organizations implementing a PMO.

- Independent consultants in governance, project management, and project offices.
- Senior Project/Program/Portfolio Management Professionals.
- Independent consultants in governance, project management, and project offices.

3. Project Management Office for Engineering (PMO-IG):

14 contact hours

Certification in Engineering and Development Project Management (Predictive Projects) within the PMO Framework with Real-World Practical Exercises. In this course, we will learn the knowledge areas of the PMO Strategic Roadmap toolkit applied to Engineering PMOs with real-world practical exercises. You will learn to:

- Deepen your understanding of an Engineering PMO.
- Analyze a PMO and how to evolve it (Future PMO).
- Conduct a digital maturity test for an Engineering PMO.
- Conduct a digital viability test (Health-check) for your PMO.
- Design the current structure of your PMO (CPMO) within your organization (Assessment As-Is).
- Perform a proper analysis to determine if it is aligned with the organization's strategic objectives and, if not, define the best roadmap, which is essentially the strategy to realign and align it (PMO Strategic Roadmap).
- Based on the As-Is, Strategic Roadmap, design the optimal future PMO (FPMO) by applying the best roadmap (strategy, defining the type of PMO, structure, profiles, etc.) to align it with the organization's strategic objectives through an optimal project portfolio, adding value to the organization and aligning it with the objectives of the FPMO (Assessment To-Be).

Target Audience:
- Current heads of project offices (PMOs), PMO Directors, Head PMOs.
- Professionals with project management experience in any role, project, or organization aiming to enhance their role and experience within a PMO.
- Project Directors, Project Managers, Project Leaders, Analysts, IT Architects actively involved in or interested in implementing best practices for a PMO in conjunction with PMI-PMP/PRINCE2 methodologies.
- Agile Coaches, Scrum Masters, Product Owners actively involved in or interested in implementing an APMO (Agile PMO) in conjunction with Agile Scrum/Kanban/Lean philosophies.

- Independent consultants in governance, project management, and project offices.

Prerequisites:
- Members with project management experience in any role and an interest in applying best practices and a specific methodology for a project office (PMO).
- Members with experience as a project leader/manager, program and/or portfolio manager, project director, or project auditor who are considering implementing or redesigning a PMO in their organization.
- Members with project management experience who want to deepen their knowledge or redirect their professional path in organizations implementing a PMO.
- Independent consultants in governance, project management, and project offices.
- Senior Project/Program/Portfolio Management Professionals.
- Independent consultants in governance, project management, and project offices.

4. Project Management Office Set-Up (PMO-ST):

14 contact hours

Certification in Creating, Designing, Implementing, and Continuously Improving a PMO in Any Sector or to Address Any Need, with Real-World Practical Exercises. In this course, we will learn the knowledge areas of the PMO Strategic Roadmap toolkit applied to PMO creation. You will learn to:
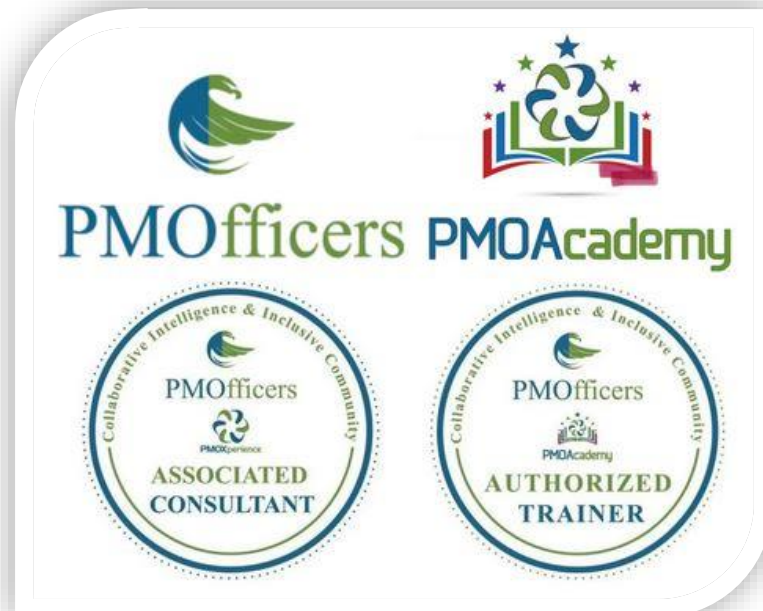
- Create and close your own PMO according to the needs of your organization, business unit, or technology department.
- Conceptually design your PMO prior to implementing the portfolio in a PPM.
- Step-by-step design from scratch to change management and deliverables for both product and project PMOs in detail in 7 steps:

  o Define objectives, scope, and PMO sponsor.
  o Define PMO tools and processes.
  o Define the organization.
  o Define the implementation plan.
  o Identify and communicate stakeholders.
  o Reports and dashboards.
  o Change management, deliverables, and closing the PMO.

Target Audience:
- Current heads of project offices (PMOs), PMO Directors, Head PMOs.
- Professionals with project management experience in any role, project, or organization aiming to enhance their role and experience within a PMO.
- Project Directors, Project Managers, Project Leaders, Analysts, IT Architects actively involved in or interested in implementing best practices for a PMO in conjunction with PMI-PMP/PRINCE2 methodologies.
- Agile Coaches, Scrum Masters, Product Owners actively involved in or interested in implementing an APMO (Agile PMO) in conjunction with Agile Scrum/Kanban/Lean philosophies.
- Independent consultants in governance, project management, and project offices.
- Senior Project/Program/Portfolio Management Professionals.
- Independent consultants in governance, project management, and project offices.

Prerequisites:
- Members with project management experience in any role and an interest in applying best practices and a specific methodology for a project office (PMO).
- Members with experience as a project leader/manager, program and/or portfolio manager, project director, or project auditor who are considering implementing or redesigning a PMO in their organization.
- Members with project management experience who want to deepen their knowledge or redirect their professional path in organizations implementing a PMO.
- Independent consultants in governance, project management, and project offices.

Courses in Strategy Implementation:

Through our alliance with the **Strategy Implementation Institute**, we provide the following training leading to professional certification in Strategy Implementation:

1. **Strategy Implementation Professional (SIP):**

   36 contact hours

The Strategy Implementation Institute (the Institute) was founded by Antonio Nieto-Rodríguez and Robin Speculand in 2020 to address this global challenge. They identified a skills gap in strategy implementation among business leaders, created because they were taught how to plan but not how to implement. This is reflected in the high failure rate of implementations. In turn, this drives the need for leaders to improve their skills and close this skills gap. The Institute's mission is to transform leaders' thinking and approach to achieving success in strategy implementation.

To meet the real-world needs of organizations, the Institute offers a live online course titled Professional Strategy Implementation (with certification option), created with rigorous standards, and based on ongoing research.

This professional course and certification directly address the challenge that leaders face by providing the tools, insights, and techniques needed. At the heart of the course is the Strategy Implementation Roadmap (SIR).

The SIR provides leaders with the often-missing framework to guide them through their implementation journey. The seven areas in the outer circle address the required stages and form the modules of the course. The four inner stages provide the structure for successful strategy implementation. As the implementation is not linear, the SIR is circular. An organization can begin its implementation in any of the seven areas in the outer circle, including:

- Examples and stories of successful and failed implementations.
- Practical and easy-to-adopt techniques.
- Best practices from leading organizations worldwide.

The course consists of the following modules:

- Execution Leadership
- Financial Value
- Business Model
- Evolving Culture
- Stakeholder Management
- Employee Engagement
- Performance Tracking

Each module has four levels: Development, Integration, Execution, and Maintenance. The learning outcomes of the course are:

- Provide the missing skills for leaders to succeed in strategy implementation.
- Adopt the Strategy Implementation Roadmap to guide an organization throughout its journey.
- Understand the mistakes of other organizations to avoid them.
- Learn the secrets of success from high-performing organizations.
- Apply key learnings to your organization.

Target audience:

- Any professional who wants to learn about strategy planning and implementation.
- Project/Program/Portfolio Managers who want to align their projects with their organization's strategy.
- Executives who want to improve strategy implementation in their organizations.

Workshops and Courses in Organizational Resilience and Business Continuity:

1. **Workshop on Family Emergency Preparedness Plan:**

   4 contact hours

   This course is available in both eLearning and in-person formats and is led by an instructor over a period of 4 hours. It is ideal for the entire community and is based on the standards promulgated by the Emergency Management and Disaster Administration Office and FEMA. The workshop includes the following:

   - What is a Family Emergency Management Plan?
   - Why create an emergency plan for your family in case of a disaster?
   - General strategies for designing a family plan: Emergency Kit, Meeting Place, Family Communication Plan...
   - Special Considerations: Babies, Children, Elderly, and Pets
   - Exercises and Practices
   - Preparation of your Emergency Backpack

   In addition, TEAM 1144 will provide students with the necessary course materials and a template for preparing their family emergency management plan. Upon completion of the course, each student will receive a certificate describing the course topics and contact hours.

2. **Workshop on Earthquake Response and Evacuation Drill based on the standards promulgated by the State Agency for Emergency Management and Disaster Administration (AEMEAD):**

4 contact hours

This workshop aims to provide participants with the knowledge and skills necessary to act appropriately in the event of an earthquake and carry out an effective evacuation drill. It is designed following the standards established by the State Agency for Emergency Management and Disaster Administration and FEMA. The workshop includes:

- Seven steps to better prepare for survival and recovery wherever you live, work, or travel in the event of an earthquake.
- What to do before an earthquake occurs: Prevention is better...
- Action Plan, Family Emergency Plan, Emergency Supplies
- What to do during an earthquake:
- Duck, Cover, and Hold On
- What to do after an earthquake:
- Evacuation protocols for the following situations:
    o Fire, Earthquake, Hazardous Materials (HAZMAT), Structural Collapse
- Practice Exercise

In addition, TEAM 1144 will provide students with the necessary instructional material for the course. Upon completion of the course, each student will receive a certificate describing the course topics and contact hours.

3. **Workshop on Business Continuity Plan Preparation for Small and Medium-Sized Businesses:**

8 contact hours

This workshop is available as an eLearning or in-classroom course, with a duration of 8 hours, and is facilitated by an instructor. It is specifically designed to provide small and medium-sized entrepreneurs with a basic understanding of how to prepare their Business Continuity Plan (BCP). The workshop is based on standards and best practices promulgated by FEMA, the Business Continuity Management Institute, and the Disaster Recovery Institute. The workshop includes:

- Identifying potential risks that threaten your business.
- Identifying critical and/or essential business activities for the continuation of operations during an emergency or incident.
- Developing a specific Business Continuity Plan for your company.

The development of the plan involves the following tasks:

- Establishing a Business Continuity Operations Team within your company.
- Assessing risks that may affect your business.
- Identifying and prioritizing critical and/or essential functions and processes within your company.
- Compiling a list of employees with necessary information for an appropriate response to an incident.
- Compiling a list of service providers.
- Compiling a list of equipment, materials, and machinery.
- Evaluating the financial needs of the company in the event of an emergency.
- Evaluating the necessary property and content insurance for your company.
- Selecting cost-effective strategies to mitigate identified deficiencies during risk assessment and analysis of critical and/or essential business functions.
- Developing and supporting the implementation of an incident management system that defines organizational roles, lines of authority, and succession of authority.

Additionally, TEAM 1144 will provide students with the necessary course materials and a template for the preparation of their continuity plan. Upon completion of the course, each student will receive a certificate describing the course topics and contact hours.

4. **Workshop on Fire Prevention and Basic Fire Extinguisher Handling based on the National Fire Protection Association (NFPA) Standard 10:**

4 contact hours

This is a 4-hour instructor-led workshop designed for the community, focusing on fire prevention and basic fire extinguisher handling. The workshop follows the guidelines outlined in the National Fire Protection Association (NFPA) Standard 10. The workshop includes the following topics:

- Sources of Heat Origin
- Methods of Heat Transfer
- Methods of Fire Extinguishment

- Classification of Fire Types 1 and 2
- Types of Fire Extinguishers
- Handling and Use of Fire Extinguishers

Participants will receive theoretical instruction on fire prevention and proper use of fire extinguishers. They then could gain practical experience by extinguishing controlled Type 1 and 2 fires in a supervised outdoor setting.

TEAM 1144 will provide the necessary fire extinguishers, chemicals, and materials for the controlled fires. The workshop will be facilitated by Mr. Ángel Crespo, a Fire Prevention Professional and former Chief of the Puerto Rico Fire Department, assisted by Jesús E. Delgado, an Emergency Management & Business Continuity Professional. Participants will receive the required course materials, and upon completion of the workshop, they will be awarded a certificate describing the course topics and contact hours.

5. **Workshop on Conflict Management, Resolution, and Emotional Intelligence:**

   4 contact hours

This workshop is designed to enhance participants' conflict management skills and improve their emotional intelligence. It can be delivered either in-person or through a live virtual session, with a duration of 4 hours. The workshop is suitable for individuals from various backgrounds, including organizational leaders, HR managers, salespeople, teachers, nonprofit organization officials, managers, community leaders, entrepreneurs, among others. It provides valuable insights and techniques to improve communication, negotiation, conflict resolution, and emotional intelligence skills. The course aims to help participants:

- Understand the nature of conflicts within an organization and different styles of conflict resolution.
- Analyze and negotiate conflicts based on their types.
- Identify communication pitfalls that can hinder conflict resolution.
- Learn and apply effective communication tools in conflict situations.
- Understand the concept of positive feedback to enhance and correct attitudes, skills, competencies, and behaviors.
- Recognize barriers that impede addressing emotions effectively.
- Explore the benefits of developing emotional intelligence and the fundamental emotions that contribute to its development.
- Learn strategies for managing emotions.

Additionally, TEAM 1144 will provide participants with the necessary course materials. Upon completion of the workshop, each participant will receive a certificate detailing the topics covered and the contact hours.

6. **Workshop on Change Management and Transformational Leadership (Awareness Level):**

4 contact hours

It is a 4-hour workshop, available as both in-person and live virtual sessions, led by an instructor. It is designed for anyone who wants to learn how to apply the main change management models in the projects they lead or participate in as a team member or organization. The workshop aims to help participants:

- Understand the importance of people in change management.
- Identify what needs to be unlearned and learned during a change process.
- Address organizational challenges in change management.
- Identify the necessary competencies to adapt to the new change.
- Align organizational goals with individuals' goals and purposes.
- Manage resistance to change.
- Learn about the main change management models and how to apply them in their organizational environment.
- Transformational Leadership: Seven timeless principles for guiding productive individuals.

Additionally, TEAM 1144 will provide students with the necessary course material. Upon completion, each student will receive a certificate describing the course topics and contact hours.

We understand your passion for your mission, and we are here to assist you in achieving success and providing training to individuals and organizations to enhance their level of resilience and preparedness. To accomplish this, we offer courses for both organizations and individuals. Our course catalog is continually expanding and evolving, so if you require education on a different topic, please let us know!

**TEAM
1144**

PROJECT MANAGEMENT & TRANSFORMATIONAL LEADERSHIP

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Strategic Partners:

We are aware of the importance of forming partnerships with organizations and resources that help us increase the levels of excellence in our products and services. That's why at TEAM 1144, we have the following Strategic Partners globally: