



Effective Flow Connections, LLC

Training & Teambuilding Workshops

PROJECT MANAGEMENT ESSENTIALS

Duration: Up to 18 hours

This course equips project managers with the core skills outlined in Project Management Institute's PMBOK 7th Edition and Process Groups: A Practice Guide. The immersive training sessions cover Integration, Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Procurement, and Stakeholder Management. It's designed for both newcomers and seasoned professionals, offering a blend of traditional and Agile project management techniques to navigate today's dynamic project environments effectively.

MAKING HIGH-QUALITY DECISIONS

Duration: 6 hours

High-impact decision-making is vital for effective leadership, focusing on choices that significantly influence the organization and its members. This course equips participants with strategies for aligning decisions with organizational objectives, utilizing data effectively, minimizing risks, and maximizing benefits. It covers navigating a clear decision-making process, employing impactful techniques, and circumventing prevalent biases. Additionally, it underscores the importance of intentionality in decision-making and introduces methods for measuring success, ensuring that each decision contributes positively and measurably to the organization's progress.

INTRODUCTION TO MICROSOFT PROJECT

Duration: 3 hours

MS Project is a powerful tool that supports project managers in achieving objectives on time and within budget. This course provides step-by-step guidance on how to create and manage a project schedule, to include creating tasks, forecasting duration, setting up a resource sheet, allocating resources, assigning materials, setting a baseline, and adding a status date. This is a valuable tool for reporting updates project stakeholders.

INTRODUCTION TO SMARTSHEET TOOL

Duration: 3 hours

Smartsheet transforms project management through real-time collaboration, workflow automation, and scalable process deployment. This introductory course delves into harnessing Smartsheet to streamline project management and enhance communication with your team and stakeholders, driving peak efficiency.

TIME MANAGEMENT

Duration: 3 hours

Mastering time management boosts productivity and minimizes stress. This course equips participants with tools, techniques, and strategies to optimize time use. Recognizing time as a valuable asset, it teaches skills, enhancing overall efficiency and well-being.

MYERS BRIGGS (MBTI) TEAMBUILDING

Duration: 6 hours

Understanding your Myers-Briggs Type Indicator (MBTI®) preferences can help you make better decisions, communicate more effectively, manage & prevent stress, set & achieve goals, build strong relationships, focus your career plans, and more. This workshop helps you understand your MBTI assessment results, as one of 16 types. Carl Jung's theory of psychological types suggests that behaviors often perceived as random actually follow a highly orderly and consistent pattern.

THOMAS-KILMANN INSTRUMENT (TKI)

Duration: 3 hours

The TKI workshop delves into understanding your approach to conflict, a critical skill in navigating situations where interests clash. Throughout this immersive session, you'll explore the five conflict-handling styles: Competing, Collaborating, Compromising, Avoiding, and Accommodating. Learn not just to identify but also to strategically apply these modes for effective conflict resolution. The workshop includes a personalized TKI assessment, providing you with actionable insights to refine your conflict management techniques.

DISC TEAMBUILDING WORKSHOP

Duration: 6 hours

Our Wiley DiSC Workplace Workshop is designed to enhance team dynamics and personal understanding through the exploration of behavioral styles. Before the session, participants fill out a questionnaire that unveils their unique DiSC profile. Participants will master recognizing and valuing the variety of DiSC styles, becoming armed with effective strategies to enhance communication and foster stronger, more impactful relationships.

CHANGE MANAGEMENT

Duration: 6 hours

This change management training focuses on the essential skills needed to implement and solidify organizational change, fostering a culture of innovation and agility. Participants will learn how to overcome resistance and effectively engage stakeholders, ensuring changes stick. One critical aspect to this process is mastering communication techniques, with practical exercises in creating communication plans tailored to support lasting change.

RISK MANAGEMENT

Duration: 3 hours

This training offers essential insights and practical tools for leaders at all levels to effectively identify, assess, and mitigate risks in their projects and organizations. It emphasizes the importance of creating a proactive risk-aware culture, equipping participants with the strategies needed to anticipate potential challenges and implement effective risk response plans. By focusing on real-world applications, leaders will learn to navigate uncertainties, ensuring their projects remain on track and their teams are prepared for success.

TRAINING DELIVERY

- IN-PERSON or LIVE ONLINE
- Trainings accommodate up to 20-participants
- Participants receive certificates of completion, indicating the number of classroom hours
- Classroom hours are eligible for Project Management Institute's Professional Development Units (PDUs) and education hours, supporting the acquisition and maintenance of certifications.
- We also create customized content – contact us to learn more!



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