

# Managing Training Projects in the Real World

## Learn It From the Expert

Your role as a training development project manager cuts across a variety of disciplines and requires you to wear a number of “hats.” And, in the end, you are responsible for the success of the project. The good news is that, armed with the right methods and tools, you can deliver a project that is a howling success . . . and you will sleep better at night.

Here is a workshop that takes a how-to approach to managing training initiatives in the real world. Beginning with a self-assessment, you will learn the nuts and bolts of defining the project scope, allocating resources, delegating tasks, staying on top of deadlines, and managing communication.

## What Will I Learn?

Lisa Toenniges has been managing learning projects for more than 20 years—from small internal undertakings to million-dollar corporate initiatives. Lisa has developed a set of successful methods, tools, and techniques that have helped her through the day-to-day challenges of project management. In this workshop, she will share her tried-and-true methods that are certain to help you:

- Ask critical questions about the project, your team, and yourself before getting started
- Clarify the project purpose
- Develop and use work plans to set clear expectations
- Define quality standards for the project
- Develop and maintain a schedule and make sure the work gets done
- Organize day-to-day processes for your team and get the best performance from each member
- Stay within your project budget
- Learn the tricks and traps of project management

Far more than simply teaching you to develop a Gantt chart, the workshop covers everyday details that define success, and uses examples from a wide variety of actual projects to illustrate key points.



For more information, contact Roger Blair, Vice President of Sales, at 248.544.1568 or [roger.blair@innovativeLG.com](mailto:roger.blair@innovativeLG.com)

## Who Should Attend?

This workshop is designed for internal training department professionals of all experience levels who want to learn effective project management and build their skills in the critical competencies.