



IEC of Oregon Presents

THE 2020 SHORT SERIES IN PROJECT MANAGEMENT



A two day intensive series designed to make you more effective on the job

You will learn how to:

- Develop a comprehensive and practical project plan
- Identify stakeholders, create scope of work statements, assign tasks properly
- Establish a realistic budget, a baseline schedule and allocate resources efficiently
- Identify sequence of work, handle potential risks and keep a project on schedule
- Determine communication needs, manage conflicts and eliminate surprises
- Apply best practice project close-out procedures

This course is full of tips to improve productivity, save time and boost overall project performance

OFFERED IN JANUARY OF 2020

SEE BACK FOR DATES, TIMES AND LOCATION



REGISTER TODAY GO TO WWW.IECOREGON.ORG

Independent Electrical Contractors of Oregon Presents
THE 2020 PROJECT MANAGEMENT SERIES



SERIES RUNS TWO DAYS ON THURSDAY AND FRIDAY

January 30 and 31

Course		Member Price	Non-Member Price
Day 1:	Project Initiation Planning and Scheduling Project Execution Planning and Scheduling	\$250	\$350
Day 2:	Team Management Communication Closing a Project Time Management	\$250	\$350



TIME:

9 AM to 4 PM

LOCATION:

11481 SW Hall Blvd
Suite 100
Tigard, Oregon 97223

Instructor Kathleen McHugh has over 18 years of project management experience, earning her Master Certificate in Project Management from Villanova University. She is currently teaching in Washington and works with several companies designing project plans and training curriculum.

Deadline for registering is 1 week prior to first date of class. Payment for course must be received and processed in order to attend class.

PLEASE GO TO WWW.IECOREGON.ORG AND REGISTER TODAY