

1-on-1 Personal Training for Individuals

Essentials of Healthcare PM - #131



"If I didn't understand a concept, my instructor would break it down into parts I could easily absorb."

Michael Bailey,
Charlotte Medical
Records

"Whenever I had a question or concern, [my mentor] was speedy in addressing my concerns...I have some great new skills and feel confident."

Judith Bromely,
Benedictine
Hospital

"The movies of project managers gave a look at real life situations. It's one thing to read about it, but quite another to see it."

Diane Lombardi

Facts, Requirements, Accreditations

- ☑ **Designed for:** Healthcare managers and professionals
- ☑ **Level:** Basic techniques for small and medium projects
- ☑ **Hours of Work:** 30 hours reading, lectures, & 12 case assignments
- ☑ **Duration:** Start when you want; no time limits or deadlines
- ☑ **Assignments:** 12 homework project assignments (plans, schedules, status)
- ☑ **Credits:** 1 graduate credit, 30 PDUs from PMI
- ☑ **Cost:** \$900 USD, includes all materials & books except PM software

How Personal 1-on-1 Training Works

- ☑ Learn by doing project plans, schedules, assignments, problem solving
- ☑ You have one instructor who personally answers all your questions
- ☑ You learn by managing a realistic healthcare project through:
 - Planning deliverables & assignments
 - Building concise project plans for physicians and caregivers
 - Scheduling your team in MS Project
- ☑ Receive personal written feedback on each assignment
- ☑ Work privately with your instructor in live, online simulations
- ☑ Receive 1 year of support and advice after you complete the course

Master Skills for Consistent Healthcare Project Success

- ☑ Communicate crystal clear assignments
- ☑ Unearth all the requirements up front
- ☑ Define clear accountability for end results
- ☑ Build a work breakdown structure (WBS) with clear expectations
- ☑ Estimate durations accurately
- ☑ Optimize the schedule to make the best use of resources
- ☑ Handle conflicts so work progresses
- ☑ Deliver concise presentations of project plans and schedules
- ☑ Track status, spot problems and report progress