

CENTER FOR FINANCIAL TRAINING & EDUCATION ALLIANCE



Presents

MindEdge

Certificate in Project Management for Teams

MindEdge's mission is to improve the way the world learns.

Since it was founded by Harvard and MIT educators in 1998, MindEdge has served more than one million learners.

Each 3 to 5-hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and prepare for application in the workplace.

Certificate in Project Management for Teams

\$845 (35 Hours)

Project Management Team Leadership
Managing Real World Projects
Effectively Managing Project Stakeholders
PM Primer: Conflict Resolution
PM Primer: Cognitive Ability and Decisiveness

The vast majority of project work in today's organizations is done in a team setting. In this environment, project management team leaders have a tremendous responsibility and opportunity to develop and exhibit leadership skills. This course first discusses the roles and responsibilities of the project management team leader, in particular their responsibility with regard to project stakeholders. Next, the course discusses how project management team leaders can build a positive team environment through effective communication, team building activities, and reflective listening. Lastly, the course covers problem solving within the team. Project management team leaders must be effective at identifying and resolving team problems in order for the project to succeed. To do this, team leaders must have an understanding of the team dynamic for decision-making and must be able to manage conflict among personality differences and barriers.



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IS YOUR KEY TO SUCCESS



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Certificate in Project Management for Teams

Project Management Team Leadership

Estimated length: 18 hours 1.8 CEUs | 18 PDUs

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Managing Real World Projects

Estimated length: 10 hours 1 CEUs | 10 (ISC)² CPEs | 10 PDUs

This course presents a streamlined approach to project management based on the best practices of experienced, effective project managers. It cuts through the clutter and focuses on the key principles of project management in the real world, offering tools and techniques for achieving project success. This course provides a clear road map for leading a project through the five key project stages: Initiating, Planning, Controlling, Executing and Closing. You'll be exposed to the basic tools employed in each of these stages, including templates for a comprehensive project plan, work breakdown schedules, task list, issue list, risk register and close-out documents. Each stage is illustrated by examples and video commentary by project management professionals, where you can see how best practices are applied to solve project challenges.

Effectively Managing Project Stakeholders

Estimated length: 3 hours .3 CEUs | 5 (ISC)² CPEs | 3 PDUs

This online course is created to help project managers understand and resolve issues that can emerge from interactions among project stakeholders. The course contains ten concise case studies that explore common stakeholder issues. The case studies are designed to simulate the conversations and interactions that occur among project stakeholders, to show learners how to dissect causal elements from these types of conversations—just as they will have to do on their own projects—and to help them prepare appropriate responses. As students work through the case studies, they'll learn effective strategies to resolve stakeholder problems and gain the proficiency necessary to manage interactions and keep their projects on track.

PM Primer: Conflict Resolution

Estimated length: 2 hours 2 PDUs

This online course focuses on how project managers can resolve conflicts in a project setting. Any time you convene a group of people to work together as closely as project teams do, conflicts are bound to happen. Project team members will likely have different views, personalities, and work styles that may clash as project objectives and goals are pursued.

To ensure that projects achieve their goals and project teams reach their full potential, conflicts must be carefully managed and effectively resolved by skilled practitioners and key stakeholders. Project managers and team leaders must recognize the triggers that signal conflict and intervene as early as possible, to prevent problems from shifting focus away from work and to ensure that project participants interact professionally as they meet their responsibilities and execute their roles.

PM Primer: Cognitive Ability and Decisiveness

Estimated length: 2 hours 2 PDUs

This online course focuses on those critical thinking, decision-making, and cognitive skills vital to effective project management. To be effective, project practitioners need to do more than just apply tools and techniques. They need to think critically about their projects and make good decisions that will put themselves—and their teammates—in positions to succeed.

Mastering these "softer" skills will allow team members and key project contributors to diagnose problems and situations in ways that will benefit the project, which will then propel them toward more successful outcomes. As they apply effective cognitive ability and decision-making skills, participants will make efficient choices that will help in dealing with uncertainties and align work with expectations to lead the group to a successful result.

**For Key Features, Learning Outcomes and a complete PDU breakdown for each course
check out more information at [Project Management for Teams](#)**

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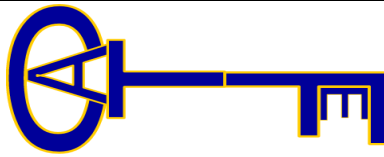
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Notes

This course has an "Ask the Expert" feature, which submits your questions directly to an expert in the field you are studying. Questions are answered as quickly as possible and usually within 24 hours.

This course does not require any additional purchases of supplementary materials.

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Information in this course has been taken from *A Guide to the Project Management Body of Knowledge, (PMBOK®Guide)* — Fifth Edition, Project Management Institute Inc., 2013.

Students have one year of access to complete the certificate bundle.

Refund Policy

You may request a refund up to 5 days from the purchase date. The registration fee will only be refunded if less than 10% of the course has been completed. Completion percentage can be viewed on the Course Progress page from within the course.

REGISTRATION FORM:

Project Manement for Teams Certificate

\$845 (35 Hours)

Name: _____ Last Four Digits of SS#: _____

eMail address: _____ Telephone #: _____

Financial Institution Name and Address: _____

Authorization: _____

Authorizer's eMail Address: _____ Telephone #: _____

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You may FAX your registration form to: 207-514-8260

OR mail it to: CFTEA, Auburn Hall Suite 303, 60 Pineland Drive, New Gloucester, ME 04260

Questions?

Call 1-888-366-3242 or 207-688-6225 Email us at info@cftea.org

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