

Project Management Certificate Series

Spring 2022



- ◆ **Project Management Certificate**
- ◆ **Master's Certificate in Project Management**

**All
courses
offered
online!**

"Wonderful. Lots of tools to take back to the workforce and be more successful leading teams."

Tucker Bullock, Operations Manager, PSNC Energy,
Durham, NC

**Register for individual courses or earn your certificate by
completing a series of courses!**

Register Today!

See page 14 for details.

- Call **919.515.2261**
- Online go.ncsu.edu/opencareerdoors



Why Earn Your Certificate?

As organizations work on more complex projects, true project management skills are critical to success.

If you want to advance in your career, you must continue to develop your skills, increase your knowledge and improve your performance. While some changes require a degree such as an MBA, you may not have the time or money for that. A certificate, on the other hand, can be a good alternative—they are specific to a topic, focused on application, and are taught by instructors who have extensive practical experience—allowing you to leave with career-specific, hands-on knowledge.

Instruction for these project management courses and certificates is provided by the Lewis Institute Inc.

Since 1991, the Lewis Institute Inc. has been providing a certificate in project management, taught by instructors who have on-the-job experience and expertise.

One important feature to note is that courses can count toward fulfilling the requisites of more than one program's certificate.

What makes these programs unique is that they focus on the actual skills needed to be successful as a project manager. While the Project Management Institute provides the Project Management Body of Knowledge, which is the basis for the PMP® certification, the document provides little instruction for day-to-day interactions with people in project

teams, senior managers and stakeholders to projects who provide funding. Productive communication is imperative for the successful management of a project. You can take individual courses to improve your productivity or knowledge base. If you have significant responsibility for managing project teams, we encourage you to earn either the basic certificate by taking five courses or continue with the Master's Certificate, which requires three additional courses.

Certificate Program Requirements

Project Management: 3 required + 2 electives

Master's Certificate in Project

Management: Project Management Certificate + 1 required + 2 electives

Choose Between Two Online Options!

- **Virtual classroom** - Three-day, online classes with real-time instruction.
- **Online** - Six-week, instructor-facilitated classes. You are expected to spend approximately one hour per week online reviewing lesson material and another two hours per week doing outside work, posting to discussion forums and uploading assignments.

Have questions regarding the right programs for your professional development goals?

We are here to help! Contact **Shedrick**

Samuels, program coordinator, at ssamuel@ncsu.edu.

Class Name (NOTE: Click on course name to see description)	Project Management Certificate	Master's Certificate in Project Management
Case Studies in Project Management		
How to Be a Highly Effective Project Manager		
How to Communicate, Influence and Negotiate in Project Management		
Leading Project Teams		
Leading Projects Through Emotional Intelligence		
Managing Capital Projects		
Managing Engineering, Science and Other Technology Projects		
Managing Product Development Projects		
Mastering Project Management		
Practical Leadership Skills		
Project Management: Tools Principles Practices		
Stimulating Creativity and Innovation		



Required



Elective

Project Management Certificate

In the Project Management Certificate you will learn how to oversee multiple projects and help your team perform better by:

- Improving communication
- Reducing destructive conflict
- Enhancing problem solving
- Making better decisions
- Increasing strategic thinking and planning
- Constructing better implementation plans
- Fostering higher creativity and innovation

Required Courses (all three)

- How to Communicate, Influence and Negotiate in Project Management
- Leading Project Teams
- Project Management: Tools | Principles | Practices

Electives (choose any two of the following)

- How to Be a Highly Effective Project Manager
- Leading Through Emotional Intelligence
- Managing Capital Projects
- Managing Engineering, Science and Other Technology Projects
- Managing Product Development Projects
- Mastering Project Management
- Practical Leadership Skills
- Stimulating Creativity and Innovation

Master's Certificate in Project Management

Take your project management expertise to the next level. After completing the Project Management Certificate you are eligible to work on your Master's Certificate in Project Management.

The required course for the Master's Certificate in Project Management is Mastering Project Management. If you took this course as an elective for your Project Management Certificate, then simply complete any three additional electives to earn your Master's Certificate in Project Management.

Required Course (one)

- Mastering Project Management

Electives (choose any two from the following)

- How to Be a Highly Effective Project Manager
- Leading Through Emotional Intelligence
- Managing Capital Projects
- Managing Engineering, Science and Other Technology Projects
- Managing Product Development Projects
- Practical Leadership Skills
- Stimulating Creativity and Innovation

Course Descriptions

Case Studies in Project Management

Learn from the Experience of Others

March 14 - April 22

Online

Why You Should Attend

The case study method has long been used in business schools to help students learn better ways of dealing with projects and organizational issues. This course will draw on case studies from Harvard Business School to help you stay on top of the latest developments in the field. (All of the case studies were developed during the past two years.)

You are expected to spend about one hour per week reviewing lesson material and another two hours per week doing outside work, posting to discussion forums, and uploading assignments. During the first five weeks of this program, you will read one or two brief case studies each week, then post responses to questions to the online forum. In the final week of the class, you will be asked to review all of the material you have read and write a summary of the key things you have learned. The forum discussions will be led by your instructor.

"Great program allowing others to reach out and meet new people and learn new effective strategies."

Kira Grist, Senior Project Services Coordinator, Q2 Lab Solutions, Raleigh, NC

How to Be a Highly Effective Project Manager

Achieve Your Business and Personal Goals Faster and With Less Effort

May 9 - June 17

Online

June 6-8

Virtual Classroom

Why You Should Attend

Personal power is not given to you by your position in the organization — it is achieved by how you think, how you communicate and how you behave.

In this high-impact course, you will learn principles and practices that will not only make you an effective project manager, but will also make you a more effective individual in whatever you do — whether on the job or in your personal life.

Attend and You Will Learn

- How to stay on track to achieve your goals in the face of change
- How to reduce burnout while increasing performance and job satisfaction for team members
- How to develop a balanced approach to your life so that you can tackle any task with calm assurance of a successful outcome
- How to be more effective in dealing with your boss, co-workers and other stakeholders

How to Communicate, Influence and Negotiate in Project Management

Develop the People Skills to Get Results Without Direct Authority

January 18 - February 26 Online
March 14 - April 22 Online

April 4-6
May 9 - June 17

Virtual Classroom
Online

Why You Should Attend

This course will provide you with the critical companion skills in communication, influencing and negotiating that complement the problem-solving, goal-setting, scheduling, tracking and technical skills needed by project managers for the administrative aspects of the job.

Attend and You Will Learn

- Techniques to communicate effectively with anyone who might affect the success of your project
- Proven methods to influence the attitudes and performance of team members and stakeholders
- Negotiation skills to help you meet your project objectives
- How to understand and work with communication styles of others
- How to use active listening effectively
- How to decipher nonverbal communication



Leading Project Teams

Become More Effective in Dealing With the People Side of Projects

January 18 - February 26
February 21-23

Online
Virtual Classroom

March 14 - April 22
May 9 - June 17

Online
Online

Why You Should Attend

Through this course you will learn to manage and lead, influence and motivate, and work with team members to get the best possible performance from each individual. The job of the project manager is to integrate people with different knowledge and skills into a functional team, so that each can make a specific contribution. You must hone your interpersonal skills so that you can exercise influence, rather than power, to get things done and turn a project group into a winning project team.

You will return to work better equipped to bring out the best in the people on your team.

Attend and You Will Learn

- How to stay on track to achieve your goals in the face of change
- How to reduce burnout while increasing performance and job satisfaction for team members
- How to develop a balanced approach to your life so that you can tackle any task with calm assurance of a successful outcome
- How to be more effective in dealing with your boss, co-workers and other stakeholders

"Lots of good material given at a good pace. Information is presented in a way that accommodates all learning styles."

Gabriel Molz, Lead Project Engineer, Mohawk Industries, Burlington, NC

Leading Projects Through Emotional Intelligence

Develop Strategies to Improve Your Emotional Intelligence and Identify It in Others

January 18 - February 26 Online

Why You Should Attend

Emotional intelligence (EQ) is a skill that can be developed to help deal more effectively with interpersonal interactions and improve relationships at both work and home. This class will look at the developing world of emotional intelligence and how it is changing the role of leadership development and business practices. You will learn the meaning of emotional intelligence, the competencies of emotional intelligence, how to detect emotional intelligence in others, and strategies on how to improve your own emotional intelligence.

Attend and You Will Learn

- How you experience things emotionally before reason takes place
- How to develop EQ skills
- How to observe EQ in others
- How you can use EQ when working interpersonally and with teams
- How to prepare an action plan for improving your own EQ



"Dr. Letton is an exceptional instructor. He gives real-world experiences to explain and reinforce topics that he talks about."

Christopher Cain, Heating Tech, NCCOR, Roanoke Rapids, NC

Managing Engineering, Science and Other Technology Projects

Integrate Product and Technology Development Processes with Project Management Systems

January 18 - February 26 Online

May 9 - June 17

Online

Why You Should Attend

It can be difficult enough to manage well-defined projects, but when you are dealing with research and development (R&D), science and IT projects—which are not well-defined—it is even more complicated. This course will provide you with the tools and skill sets to better manage projects in engineering, science and technology, and show you how to decide when it is best to hold on to your project and when to walk away. You will receive guidance on managing projects using Stage-Gate® management, aligning projects with the strategic initiatives of your business, and determining whether to cancel projects outright or redefine them to leapfrog current technology.

There is a fact of project portfolios that is not widely recognized or accepted by portfolio managers — no one is so good that he or she can complete every project successfully. If you are canceling too many projects, something could be wrong with

your project selection process. But on the other hand, if you never cancel a project, you may be completing projects that won't make you money. This course will teach you processes to determine which projects to launch and which ones to cancel so that you can optimize success.

Attend and You Will Learn

- How to use Stage-Gate® to control project life cycles
- The importance of accelerating projects in certain conditions
- How to use IP management and IP software to evaluate projects at an early stage
- How to determine when canceling projects saves more money than sunken costs
- When to leapfrog current technology to be first to market

Managing Product Development Projects

Skills You Need to Manage Uncertainty

March 14 - April 22

Online

March 21-23

Virtual Classroom

Why You Should Attend

There are many aspects of developing products that require different approaches than those used for well-defined jobs. You often do not have historical data to guide the process and facilitate estimations and projections. You are often working with cutting-edge technology. The lack of data and presence of new technology make the outcomes uncertain. The absence of precedence and presence of uncertainty therefore necessitate the utilization of different approaches in product development projects. This course will help you choose approaches that will improve your success probabilities for product development.

Attend and You Will Learn

- The tools needed for development projects, such as design of experiments (DOE), Theory of Inventive
- Problem Solving (TRIZ), Stage-Gate®, failure mode and effects analysis (FMEA), mean time to failure (MTTF) and others
- The various estimating methods that can be applied when historical data is not available, including program evaluation and review technique (PERT), consensual estimating and the Monte Carlo model
- Risk management methods
- Conducting feasibility studies before launching development programs
- Dealing with people issues in product development
- Conducting design reviews
- How to prepare an action plan for improving your emotional intelligence (EQ)

"This course was outstanding. It provided really great information in a manner that allowed us all to fully understand the concepts and integrate the project management way of thinking. It helped us to better understand our potential role in project management—how it can be effectively utilized at the Department of Health and Human Services."

Krystal Hilton, NC Department of Health and Human Services, Raleigh, NC

Mastering Project Management

Go Beyond the Basics and Focus on the Job of Managing

Prerequisite: Project Management: Tools | Principles | Practices

January 18 - February 26

Online

February 7-9

Virtual Classroom

Why You Should Attend

Successful project management requires technical, process and psychological skills. This course will show you how to bring these skill areas together to form the tools needed to successfully achieve project objectives. Special attention will be given to help you be active instead of passive, take responsibility for the project and take positive steps to keep it on track.

Attend and You Will Learn

- Systems required to effectively manage projects
- Power and politics in projects
- How to define success and failure in projects
- Problem solving in projects
- How to improve decisions in projects
- How to improve your own performance

Practical Leadership Skills

Lead People When Results Matter

March 14 - April 22

Online

Why You Should Attend

Research has shown that successful leaders in all arenas exhibit remarkably consistent actions and behaviors and that virtually anyone can adopt these practices to improve their leadership effectiveness.

This powerful course will provide you with a blueprint for becoming a successful leader, capable of motivating people to achieve objectives.

Attend and You Will Learn

- How personality traits of leaders and followers affect leadership processes
- Case studies of leadership in action, in business and nonbusiness settings
- Proven leadership principles, with methods for understanding and adopting them
- Strategies for changing from the command-and-control role to that of a facilitator
- Proven steps for building the personal credibility required for effective leadership

"A lot of relevant information. The instructor was excellent and had a great wealth of knowledge."

Chuck Batten, Project Manager, North Carolina Central University, Durham, NC

Project Management: Tools | Principles | Practices

Learn to Plan, Schedule and Control Projects Successfully

January 18 - February 26

Online

March 14 - April 22

Online

May 9 - June 17

May 23-25

Online

Virtual Classroom

Why You Should Attend

Take the guesswork out of project management! If managing projects to get results is important to your organization, you cannot afford a seat-of-the-pants approach. In this course, you will learn proven tools and techniques used by world-class companies, that will help your projects come in on time, on budget and at the right level of performance.

This nuts-and-bolts, no-nonsense approach to project management is taught by a seasoned project manager. You will see how all techniques relate to each other during five interactive exercises that simulate a project.

You will see how all techniques relate to one another during five interactive exercises that simulate projects.

Attend and You Will Learn

- How to master the concepts and methods needed to manage resources efficiently to achieve project goals
- How to develop and coordinate the total project plan
- How to avoid the 10 most common causes of project failure
- What you need for a viable project management system
- How to manage the project life cycle

Stimulating Creativity and Innovation

Techniques for Managers of Departments, Teams or Projects

January 18 - February 26 Online

Why You Should Attend

While very few of us can be as visionary as the late Steve Jobs, creativity experts such as Michael Michalko and Roger von Oech have, for many years, effectively taught methods that can be used by anyone to generate cutting-edge ideas. You can learn and employ innovation methods in your own groups to develop innovative products, services or processes that will put you well ahead of your competitors. In this class, you will learn to apply the most current methods of stimulating creativity and innovation, both in yourself and others. This hands-on course is led by

a highly successful former engineer who has practiced his techniques throughout a 15-year industrial career, followed by 30 years of developing and delivering innovative training programs for over 40,000 people around the world.

Attend and You Will Learn

- How to develop your personal creativity
- Linear techniques to generate ideas
- Intuitive techniques to generate ideas
- How to improve creativity in groups



Also Available to You

Painless Project Management

A Simplified Approach for People Who Aren't Project Managers

You may begin at any time, but you must complete the class within six months. (This class does not count toward your Project Management Certificate)

Why You Should Attend

While many people have to manage projects of some type at some point, not every project requires the use of complex tools, such as critical path schedules, earned value analysis or detailed progress tracking. This **six-hour class** consists of training that will allow you to develop a plan that is simple to understand and execute. The plan you develop with this approach allows you to identify all of the stakeholders to your project and develop a clear outcome statement that will help assure your expected end result. It will also help you identify things that could go wrong that might cost you time, money or lead to failure. This course is intended for people who are managing small projects that involve no more than a few people and do not require a highly detailed project plan. It is NOT suitable for managers of large, complex projects. It is ideal for executives who are managing strategic initiatives or individuals who need a rudimentary plan for a small project (either professional or personal).

Attend and You Will Learn

- How to clearly define the desired outcome for your project and identify what must be delivered to achieve that outcome
- How to identify key stakeholders to the project and determine their levels of involvement
- How to break project tasks down into smaller parts that are easy to manage

Registration fee: \$459



Your Instructors Will Show You How You Can Make a Difference

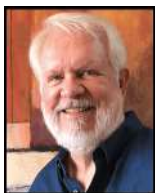
Instruction Provided by the Lewis Institute Inc.

The Lewis Institute Inc. has built a reputation for delivering practical, hands-on instruction that provides tools and techniques you can use immediately upon leaving the seminar to manage your own projects. All of the instructors at the Lewis Institute have real-world experience managing projects, so that they can go beyond the workbook content and answer your questions.



Dr. James P. Lewis has 15 years of industry experience as an electrical engineer and project manager, focusing on the design and development of communication equipment, and over 35 years of experience teaching seminars.

He has been conducting seminars worldwide and has trained more than 60,000 individuals since 1981. Widely recognized as one of the top writers on the subject, Jim has published 11 books on project management. His Lewis Method® of managing projects has been adopted by thousands of managers. Jim has a B.S. in electrical engineering and a doctorate in psychology, both from NC State University.



Randall L. Englund is an independent project management executive consultant, author, trainer, educator, speaker, and professional facilitator. He founded his own consulting business, Creating an Environment for Project Success (CEPS),

now known as the Englund Project Management Consultancy (Englund PMC). Randy is a frequent instructor and presenter, and facilitates programs such as the Complete Project Manager, Creating an Environment for Successful Projects, Project Sponsorship, Creating Excellence in Project Management, Optimizing Results from Projects in Organizations, Breakthrough Project Management, Operating Projects Across Organizations, and Project Leadership. He speaks worldwide to management teams and coaches executives about their role to create an environment that optimizes results from project-based work. He also consults with clients to implement a Project Office and project portfolio management. Randy is a member of the American Management Association.



Dr. Alan Letton served as the CEO and Chief Science Officer and a member of the board of directors for MET Inc., the company that introduced recovery technology to TB12 and Under Armour. He also has served as the President and

Chief Technical Officer, as well as a member of the board of directors, for Rubberlite Inc. In addition, Alan has served as the Interim Vice Chancellor for Research and Dean of Graduate Studies at North Carolina A&T and as the Chief Science Officer and Senior Vice President of Research and Engineering for Sealy Inc., where he was responsible for research, engineering, safety, quality, latex technologies, intellectual property, innovation and new technologies. He has also held positions at Sandia National Laboratories, Dow Chemical, Texas A&M University, Tuskegee University, Allied Signal and Avon Products. Alan has served on several boards and founded several not-for-profit organizations and served as their executive officer. He also has over 100 articles, patents and book contributions.



David McClurkin has worked in business development and creative services administration for Emory University's marketing and public relations division.

He is interested in helping individuals find their purposes in life and make informed job and career choices. He is an avid supporter of the arts, and splits his time between Atlanta and Marshall, North Carolina.

Lewis Method is a registered trademark of the Lewis Institute Inc.

Program Details

Course Fees (unless otherwise noted)

\$1,495 - Online

\$1,595 - Virtual classroom

Courses and fees are subject to change.

Virtual Classroom Schedule

Check-in will take place from 8-8:30 a.m. on the first day, with classes beginning promptly at 8:30 a.m. and ending no later than 4:00 p.m. each day. You will receive your class confirmation with our cancellation policy via email.

If you do not receive an email confirmation from NC State University, please check your spam file, if you have one, or you may contact us at **919.515.2261** with any questions about your registration status.

Credits You Can Earn

Individuals satisfactorily completing a course will be eligible for Continuing Education Units (CEUs) and Professional Development Hours (PDHs) for each hour of instruction. For more information on these credits or how to obtain your record, visit ncsu.edu/opd or call **919.515.2261**.

Persons with Disabilities

If you desire assistive devices, services or other accommodations to participate in these programs, please contact us at **919.515.2261** or **ContinuingEducation@ncsu.edu** at least two weeks prior to the program start date.

Customized Training and Development



Put the power of the Pack to work for you!

Customized Training and Development

affords you the opportunity to provide high-quality training specifically tailored to the needs of your employees and organization.

- Your site, our campus or online
- Daytime or evening
- Instructor-led
- Professional credits available

Whether you are looking for an individual course or a series of classes to earn a certificate, we can personalize a program for your organization. Choose from a wide selection of subjects, including (but not limited to) management skills, leadership skills, project management, facilities engineering management, maintenance and reliability management, business writing, communications, computer and technology training. Contact Customized Training and Development at **919.513.5080** or **andrew_billingsley@ncsu.edu** to learn how you can custom design training for your employees' needs.

Registration Form

Project Management Spring 2022

How to Enroll

To pay with a credit card:

Online: The best and quickest way to hold a seat is by registering online at go.ncsu.edu/opencareerdoers

Call: The Office of Professional Development at 919.515.2261

To pay by check: (payment must accompany registration form)

Mail to:
Registration Coordinator
Office of Professional Development
NC State University
Box 7401
Raleigh, NC 27695-7401

Registering online is secure.

Course Name	Date	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:		_____

Priority Code

1 2 2 0 3 W B

NOTE: For fastest service, please enter the priority code from your mailing label. Enter this code even if label is addressed to someone else. **THANK YOU!**

_____ m m / d d

First Name _____ Middle Initial _____ Last Name _____ Date of Birth[†] _____

Full Title _____ Badge Name _____

Company _____

Work Address _____

City _____ State _____ Zip _____

Work/Day Phone _____ Fax _____

Email _____

Please duplicate this form for multiple registrations. You may want to make a copy for your records.
[†] In lieu of SSN, your date of birth is required as a personal identifier for internal record keeping by this university.

Method of Payment

Payment must be received in full by the first day of the course.

Enrollment is limited.

The easiest way to guarantee your place is to pay with a credit card.

Payor: ☐ Company ☐ Individual

☐ Check Enclosed (U.S. banks only)

Make check(s) payable to:

North Carolina State University

Please write the name(s) of the participant(s) on the face of your check(s).

Purchase Order

☐ If you wish to pay by purchase order, please submit your purchase order and this registration form by mail.

☐ IDT (NC State University employees only)

Project (FAS) # _____