



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	INTRODUCTION TO PROJECT MANAGEMENT
Target Audience:	Managers, supervisors, project teams, people with limited experience in spearheading projects, anyone about to step into a project management role.
Length:	Two Days (8:00 a.m. To 3:00 p.m.)
Date(s):	11-12 September 2013
Location:	To Be Determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$160 Per Person
Course Description:	<p>This two-day course is the most practical and comprehensive introduction to the many facets of project management you'll find anywhere. As a participant, you'll get a thorough briefing in the nuts and bolts of planning, scheduling and budgeting and discover the communication skills it takes to get ideas, instructions and requests across quickly and accurately. Plus, you'll learn how to stay on top of deadlines and expenses, ways to rebound quickly from surprises and setbacks and how to get the best from people who don't normally report to you. Course objectives: Set and communicate objectives, Create sound budgets, Schedule tasks, Assign responsibilities, Implement plans, Control expenses, Assess and manage risks, Ensure follow-through, Evaluate results, Monitor and report progress, Recruit team members, Deal with constraints, Anticipate changes, Prioritize needs, and Renegotiate deadlines. Agenda: How to begin every project with your eyes wide open, The planning it takes to pull off a glitch-free project, How to set your project in motion, Why you need to keep a close watch on your project's progress – and how to do it, Closing up shop – how to deliver your completed project, and Critiquing your performance and celebrating your success!</p>
Nomination Process:	To register, FAX, scan and e-mail or mail a copy of the approved and properly executed SF-182 to the Fred Pryor Seminars REGISTRAR by the nomination deadline. <i>Questions should be addressed directly to Fred Pryor Seminars. Confirmation letters will be sent by e-mail. Please provide Point of Contact's name, phone number and e-mail address. (<i>Insert in SF-182, Section B, Block 18</i>)</i>
Nomination Deadline:	9 August 2013
Vendor:	Fred Pryor Seminars, 5700 Broadmoor Street, Suite 300, Mission, KS (<i>Insert in SF-182, Section B, Block 1a</i>)
Payment Method:	DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. DOD activities are to include in <i>Section B, Block 19, of the SF-182</i> the statement "Payment by

government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder. Purchase card issues should be discussed with the vendor at (913) 967-8347. *Registrations will not be accepted without the purchase card payment information.*

A non-DOD organization/agency, in accordance with agency policy and procedures, may pay by credit card or by another arrangement as discussed with the vendor. If by credit card, the cardholder must include the same cardholder information. *(Insert in SF-182, Section B, Block 19)*

CANCELLATIONS WITHOUT FULL CHARGE TO THE NOMINATING ORGANIZATION WILL BE ACCEPTED ONLY UP TO 30 DAYS BEFORE THE COURSE START DATE.

For Further Information: Fred Pryor Seminars
Telephone: (913) 967-8347, FAX (913) 967-8580
E-mail Address: Roakman@pryor.com
Course Manager: Val Nomura, HRO CNRH
Telephone: (808) 471-1722

SAID Code: **49400** *(Insert in SF-182, Section B, Block 19)*

For further information concerning selection, payments, and cancellation procedures, see https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a129357.pdf