

Construction Project Management Seminar

The 27 benefits of attending this seminar:

1. You will learn specific tools you can use to achieve the “Top 10” Goals of Project Management
2. Learn the “3 levels of Thinking” on a construction project and how to propel your team to the highest level
3. How “Project First” thinking can help maximize your team’s performance
4. How to manage and control changes on your projects
5. The role of the chief executive in assuring the success of project managers
6. Why your “personality” plays an immense, make-or-break role in successful project management and how to master winning personality traits (even old dogs can learn new tricks)
7. Why you NEVER give “guestimates” in the field and how to respond when the boss demands one
8. Case history of a project “out of control” and what you can learn from it
9. Why the project schedule is the manager’s “crystal ball” and how to maintain control of the schedule
10. What mix of “hard skills” and “soft skills” is essential in a project team, and how to overcome deficiencies in both
11. The role of personal maturity in project management
12. Why some of the most successful project managers have only “average” intelligence and education, and the “key” they have discovered to maximize their success (and others’)
13. How to build a strong “Superbowl” project team identity
14. How to use TQM and Value Engineering to achieve quality and budget targets
15. How to evaluate “Emotional Intelligence” – yours and others’
16. How to manage UPward and DOWNward
17. Controlling the #1 time waster: meetings
18. How to understand and deal with the 1-in-5 team members who have a personality disorder (dependent, histrionic, narcissistic) and the 1-in-3 team members who are unable to collaborate effectively with coworkers
19. How to become a GREAT leader
20. Specific techniques to maintain “focus” among the project management team mates
21. Specific techniques to utilize “forecasting” to anticipate problems and opportunities well in advance, in time to capitalize on them
22. Why containing costs on a project is EVERYONE’s job, and how to get the team pulling together to maximize value and minimize waste
23. How to chart contract “systems” (payment, change orders, submittals, RFI’s) and correct flawed processes before they erode the team’s trust and respect
24. Why every project team needs a coach and how to coach success
25. How to teach contractors, designers and owners to “fight fair”, to disagree agreeably
26. When to refer a dispute to a neutral third party (and shoulder only half the cost) – and a proven, revolutionary technique to slash the costs and delays which arise from disputes and claims
27. The “call girl principle” and the 3 reasons why you never wait till the end of the project to “settle up”

Agenda

1. “Top 10 Goals” of project management
2. Controlling the project
 - a. CPM scheduling – the project manager’s “crystal ball”
 - b. Cost controls – owner and contractor
 - c. Value Engineering as practiced by the US Army
 - d. Total Quality Management (TQM)
3. Change management
 - a. Case history of \$20 million Federal project
 - i. Incomplete Plans and Specs
 - ii. Excessive RFI’s and Change Orders
 - iii. Impact on Delays by Owner, Designer and Contractor
 - b. Preventing changes and devising “early warning” systems
 - c. Planning for change and managing the change process
4. Becoming a great leader
 - a. Characteristics of great leaders
 - b. The three levels of thinking on a project
 - c. The role of “Emotional Intelligence”
 - d. Rising above the pack
 - e. Communicating with managers
 - f. Project managers as leaders
 - g. Avoiding seat-of-the-pants guesses and the art of ball parking
5. The role of personality in project management
 - a. Personality and “human capital”
 - i. “Hard skills” and “soft skills”
 - ii. Developing powers of self-observation
 - iii. The 11 ACT scales
 - b. The assessment of character traits (Warren method)
 - c. Success traits and counterproductive traits
 - d. Recent research on personality and job effectiveness
 - e. Recognizing and working through your emotional reactions
 - f. Blame: self, others, outside influences
 - g. Choosing behavior for success
6. Building a strong team
 - a. Lessons from commercial aviation
 - i. Crew Resource Management (CRM)
 - ii. Key concepts: Chain of Events and Situational Awareness
 - iii. Crew effectiveness
 - b. Managing upward
 - c. Developing your communication plan
 - d. The role of meetings
 - i. Value of meetings – when NOT to hold a meeting
 - ii. Meeting protocol – do’s and don’ts
 - iii. Meeting dynamics
7. “Project Alignment” – a revolutionary, proven 21st Century team-technology
 - a. Understanding project teams vs. organization teams
 - i. The unique roles of executives, managers and field personnel
 - ii. Moving everyone to the third level of thinking on your project
 - b. Focus and forecasting techniques

- c. Tailoring contract systems to the project's needs, not just the lawyers'
 - d. Professional standards: developing trust and respect
 - e. Confrontation: how to train the team in healthy, agreeable disagreeing
 - f. The role of the "coach" and why every team needs one
 - g. The role of the Independent Project Advisor and the Technical Analysis Support team
 - h. When to use Dispute Resolution Boards
8. Ethics in construction and business
9. The project manager's personal development "To Do" list
10. Project closeout
- a. When to start it and how to monitor it
 - b. The closeout checklist
 - c. The value of post-project reviews: don't miss this golden opportunity to learn from your own (and others') mistakes