

## #201-203 Program and Portfolio Manager Certification

*Gain the techniques and communication skills for VP level positions including: Chief Information Officer, Chief Engineer, Chief Project Officer and Construction VP*



### **Advance Your Career:**

- Deliver persuasive executive presentations*
- Bring in large projects and programs on time and budget*
- Lead strategic planning sessions*
- Allocate resources effectively*

### **How Training with a Mentor Works**

You study when it fits your schedule and your mentor is available by phone or email whenever you have questions about applying a technique. Your mentor gives you written feedback on all your assignments. You also practice techniques in live meetings over the web. Your mentor plays the role of the sponsor and stakeholders and asks you the kind of questions executives ask about project risks, estimates and project status. In these private, live meetings you:

- Run effective meetings with executives who have different goals
- Identify different personality types
- Tailor your presentations to influence and persuade different personality types
- Design a project office program
- Sell your large project process ideas
- Motivate your project managers

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### ***Program Requirements***

- Designed for experienced PMs*
- 120 hours of work online*
- Use your PC, Mac or iPad*
- You set your own schedule*
- 1 year to complete*
- Tuition \$2,800 US*
- Approved by PMI for 120 PDU's*



### **Program Courses:**

- 201- Program & Portfolio Management
- 203- Professional Communication Skills

***Your Mentor Advises  
You For A Year After Class***

## #201 Program & Portfolio Management

*Work 1-to-1 with your mentor at your pace and practice each technique. You have:*

- *textbook reading*
- *lectures and videos online 24/7*
- *case study-based assignments*
- *live online presentations*
- *mentor's feedback on all assignments*
- *phone calls with your mentor*



### 1- Strategic Planning

Do an analysis of a struggling organization's portfolio of projects and develop recommendations for improvement.

### 2- Improve Project Processes

Review the organization's project processes and use the information to develop a plan to resolve resource utilization problems, conflicting priorities and high project failure rates.

### 3- Program Design

Do a high-level design of a major strategic initiative to address a crisis the organization faces. Then reallocate resources to get the program done without crippling ongoing projects.

### 4- Estimating

Develop cost and duration estimates for the new program using analogous, parametric and 3-point estimating techniques. Then present and defend your work to the company's executives and gain their approval. Work through high-level estimating and risk management for the new program.

### 5- Risk Management

Identify and assess the risks your program faces and then develop specific strategies to avoid and/or mitigate the risk. Next, present your risk management strategy to the organization's executives and defend the steps you want to take.

### 6-Project Office

Apply advanced motivational and incentive reward techniques for the project managers in your project office.

### 7-Resource Allocation

Develop a plan for allocating the organization's people and financial resources to the portfolio of projects. Then sell the plan in a presentation.



## #203 Professional Communication Skills

Work 1-to-1 with your mentor at your pace and practice each technique. You have:

- textbook reading
- lectures and videos online 24/7
- case study-based assignments
- live online presentations
- mentor's feedback on all assignments
- phone calls with your mentor



### 1- Gestures & Body Language

In the first presentation, you will deliver a 10-minute talk over the web and your instructor will give you feedback on your body language, facial expressions and hand gestures. You will get a video of your presentation with the feedback.

### 2- Visual aids

In the second presentation, you will design and use PowerPoint slides to augment your presentation. You will receive written and video feedback.

### 3- Reading Your Audience

Using psychological techniques, you will identify the personality types in your audience and learn the way each type likes to receive information. You will use those ideas to design the pre-meetings, your presentation, hands outs and visual aids to influence these types. After this presentation with a Q&A session, you will get written and video feedback from your mentor.

### 4- Small Group Meetings

You will apply best practice techniques to a series of small group meetings composed of different personality types and you will adapt "on the fly" to their communications preferences. You will also resolve conflicts within the groups and guide each group to consensus. You will get a video of your meetings and your mentor's feedback.

### 5- Final Presentation

In this fifth videotaped presentation, you will face a hostile audience of executives, many of whom actively oppose the program you are presenting. You will need to deal with hostile questions and interruptions and try to persuade the audience to support your ideas. Again, you will receive written feedback and a video of the entire presentation including the Q&A session. Your mentor will give you coaching on every aspect of your performance.

