Seminar Enrollment Details

To Enroll

TO REGISTER ON THE WEB: If paying by VISA or MasterCard only, you may search by course number to register for the course you want at www.outreach.hawaii.edu/ipbd

TO REGISTER BY PHONE: If you are registering with VISA or MasterCard, you may register by phone. Please have course and credit card information ready when you call (808) 956-5400 Mon-Fri, 8:00 am-5:30 pm.

TO REGISTER BY FAX: If you are registering with VISA or MasterCard, you can fax your completed registration to (808) 956-3752; please print and sign legibly, and use a clean registration form to ensure that your information can be read.

TO REGISTER BY MAIL: Using the registration form on this page, mail completed form with full payment or business purchase order to: UHM-Outreach College, 2440 Campus Rd Box 447, Honolulu, HI 96822. If checks are dishonored by the banks, students will be assessed $15.

TO REGISTER IN PERSON: Go to Outreach College Student Services Office; 2500 Dole St, Krauss Hall Room 101; Mon-Fri, 8:00 am-5:30 pm.

DEADLINES: You are encouraged to register early because enrollment is limited in most courses, and will be processed on a first come, first serve basis. Waiting list is in the order applications are received. Students should enroll at least five (5) working days prior to the start of a course. If registering after this deadline please contact us at (808) 956-8400 to verify enrollment and status of the course since it may either be filled or canceled by this time.

DISABILITY ACCESS: Persons with disabilities who may require access services should contact the Student Services Office at (808) 956-9402 at the time of registration.

REFUNDS: Unless otherwise specified, a full refund is given if requests are received by 12:00 noon two working days before the first class meeting. Requests are made in person, by mail (postmarked by the refund deadline), or by calling the Outreach Student Services office at (808) 956-9402. Failure to attend class or notifying your instructor of intent to withdraw does not constitute an official withdrawal from the class. Students registering with a purchase order are billed regardless of attendance, unless notification of withdrawal is made by the refund deadline. Refunds for cash or check payments are mailed and refunds for charge payments are credited to the account originally charged. Refunds may take four to six weeks to process.

PARKING: Please refer to the information at http://www.outreach.hawaii.edu/campus_services/parking.asp.

CANCELLATION POLICY: Outreach College reserves the right to cancel a course with insufficient enrollment. The University of Hawai‘i and Outreach College are not responsible for any cancellation, change charges assessed by airlines and travel agencies. Information, including statement of fees, course offerings, schedules, etc., are subject to change without notice or obligation.

Seminar Registration Form

Please enroll me for:

Managing Project Teams (P08170)
May 31 - June 1 • Wed-Thu 8:30am-3:30pm (2 mtgs.)
UHM Krauss 012 (Yukiyoshi Room)
2500 Dole St, Honolulu, HI
$950 per person

Have you taken an Outreach College class before? Yes No

Name

Organization

Address

City State Zip

Day Phone ( ) Evening Phone ( )
FAX () Date of Birth
Email

Registration Fee:

$950 / Managing Project Teams
$945 / with previous Outreach College Project Management enrollment

Please indicate method of payment below:

Personal Check/Money Order (make payable to University of Hawai‘i)
Charge to: Visa MasterCard
Card Number Exp Date

Cardholder’s Name

Cardholder’s Signature
Managing Project Teams
How to Create and Sustain High-Performance Project Teams

Learn Powerful Skills To Establish, Develop and Sustain Highly Productive Project Teams

People. Project Management means people! Achieving results on any project demands the soft, tactful, yet powerfully important leadership skills. Project managers must get results through people over whom they have no authority and often little influence. It’s the “Art” of Project Management. But by practicing new behaviors, you can develop teams in which everyone in your organization will want to participate! Through instructional methods such as role-playing, teach-backs and other participant-centered exercises, you will gain a practical understanding of Project Management Institute’s (PMI) “Human Resource Management” and “Communications Management” knowledge areas of the Project Management Body of Knowledge (PMBOK®) - Third Edition.

Program Benefits... What You Will Learn

- Establish yourself as a project leader of high performing teams
- Plan effective strategies to deal with organizational influences and politics
- Gain organizational buy-in to project roles & responsibilities
- Address Team dynamics to engage team members for solutions
- Gain organizational buy-in to project roles & responsibilities
- Plan effective strategies to deal with organizational influences and politics
- Acquire staff and develop staff skills
- Distinguish and develop a “Team” out of the “Herd” you were assigned
- Establish powerful team reward and recognition systems
- Define explicit communications protocols
- Market and sell your project through the project team
- Create excitement around project status, progress and future plans
- Address project variances and manage conflict
- Develop a team with an outstanding reputation

Act Now! Enroll Your Key Leaders Today!

LEARN FROM THE BEST

Alice Wilken is a process improvement advisor for Orion Development Group. She has more than 15 years of experience providing executive consulting in quality and business process management. This experience has provided her with a deep cross-functional understanding of how organizations operate in manufacturing, service, finance, IT, sales, quality and logistics environments.

Prior to becoming a consultant, Ms. Wilken held management positions in MCI WorldCom’s Customer Implementation Services, Business Decision Support and Corporate Quality divisions. In these capacities, her responsibilities included:

- Facilitation of cross-organizational process redesign and “best practices” workshops
- Consulting to executives for development and implementation of process management systems, new business initiatives and quality issues
- Chairing the Telecommunications Industry Benchmarking Consortium
- Development of Finance and Administration restructuring plan for Network Operations Strategic Resources

Ms. Wilken began her career as a computer programmer and analyst at John Deere Waterloo Component Works. Ms. Wilken holds an M.A. in Organizational Management from The George Washington University and a B.A. from the University of Northern Iowa. She is a certified Neuro-Linguistic Programmer (NLP), Business Practitioner and ASQ Certified Quality Auditor.

On Site Training

Imagine this seminar being conducted at your company... using your data and processes... customized to your individual needs. It's not only possible, it's cost effective. Call Paulette Feeney at 808.956.2037 to discuss how you can multiply the benefits of these seminars and save money by bringing the class on-site.

Orion Development Group is a PMI Global Registered Educational Provider

You'll Benefit Most From This Seminar If You Are A...

- Director of Project Management
- Project Office Manager
- Project Manager
- Process Improvement Manager
- Project Team Member
- Candidate for the Project Management Professional (PMP®) accreditation

For more information, visit us online at: www.outreach.hawaii.edu/ibpd
or call us at 808.956.8400

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