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William Heldman,Lona Cram

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levels not just the top First level supervisors are in a unique position to provide this new leadership This book has been developed for the first level supervisor charged with providing leadership in a dynamic business environment Using assessments activities and case studies you ll learn how to manage the transition from supervisor to first level leader motivate and retain employees lead with impact and influence manage project and virtual teams lead for competitive advantage and craft and implement a plan for managing change You ll learn the attitudes skills and behaviors needed to lead and prosper in your organization You will learn how to Make the shift from supervisor to first level leader Identify key retention factors and create a climate for motivating and retaining employees Recognize and implement key influence strategies Build lead and motivate project and virtual teams for marketplace success Identify and exceed customer expectations Plan for process improvement and strive for added value Manage the scope and speed of change Identify strategies to help you develop influence and communicate your vision Master techniques to help you better understand your organization s business meet customer expectations and ensure greater productivity and efficiency This is an ebook version of the AMA Self Study course If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy org or purchase an online version of the course through www flexstudy com The Project Manager's Guide to Handling Risk Alan Webb, 2003 CD ROM contains samples of software packages The Complete Project Manager Randall Englund, Randall Englund MBA, BSEE, NPDP, CBM, Alfonso Bucero, Alfonso Bucero CSE, MSc, PMP, 2012-04 The Complete Project Manager Integrating People Organizational and Technical Skills is the practical guide that addresses the soft project management skills that are so essential to successful project program and portfolio management Through a storytelling approach the authors explain the necessary skills and how to use them to create an environment that supports project success They demonstrate both the why and the how of creatively applying soft project management skills in the areas of leadership conflict resolution negotiations change management and more This guide has an accompanying workbook The Complete Project Manager's Toolkit sold separately Key Project Management Based on Effective Project Thinking Rongqui DING, 2015-09-11 This book provides an effective overall approach and concrete action strategies to help readers guickly grasp key aspects of project management and reduce the pressure during the learning process so that they can soon start enjoying the fruits of successful project management The problems discussed in this book have been drawn both from several years of theoretical research on the part of the author and from communications between the author and hundreds of business executives and project managers from many domestic and international EMBA and CEO classes The book's unique content is written in an easy to follow tone with typical Chinese systemic and dialectical thinking intended to help readers find the appropriate way to solve problems as they encounter them One of the popular misunderstandings about project management is to make project managers to take most of the responsibilities for project success i e senior managers in companies usually think project management is not their business This book puts project

management in business context to eliminate this misunderstanding and demonstrates that only if the senior managers recognize the value of projects and play their roles in project governance and project management right their companies can survive and develop in the changing society In order to solve the contradiction between the uniqueness of a project and the efficiency reliability of its management this book examines based on Chinese dial ectical logic the basic preparation needed for successful project management including how to use unified principles to manage projects with different characteristics how to create company wide project governance infrastructure to make project managers to be able to take their management responsibilities and how to establish effective relationships among project stakeholders to make unique projects to be manageable structured partner social networks etc This book explains how to deal with the key contradictions existing in each phase of a project from project decision making to close out This book is basically for both top managers of companies and project managers so it addresses many challenges companies and project managers will have to face in the changing society and provides essential strategies and methods for overcoming them This book is not an another book to talk about project management knowledge or successful project management stories it is about basic project thinking and corresponding insights to deal with key common issues in projects which are essential to manage projects and even companies reliably in the changing and unreliable society IT Project+ Study Guide William Heldman, Lona Cram, 2006-07-14 Here's the book you need to prepare for the latest version of CompTIA's IT Project exam This Study Guide was developed to meet the exacting requirements of today's certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on IT project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including IT Project Initiation and Scope Definition IT Project Planning IT Project Execution Control and Coordination IT Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note On August 10 2004 CompTIA changed the name of the IT Project certification to Project in order to better reflect the title s application beyond IT professionals Neither the exam objectives nor the exam questions were changed The CAQC appoved content found in this edition of the IT Project Study Guide therefore remains valid and suitable for candidates preparing for the Project certification Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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