



# Effective Flow Connections, LLC

## Training & Teambuilding Workshops

### PROJECT MANAGEMENT ESSENTIALS

**Duration: 18 hours**

This training helps set new and experienced project managers up for success! Participants will learn project management concepts, tools, and techniques, that align with Project Management Institute's Process Groups and Knowledge Areas, as defined in the PMBOK 6<sup>th</sup> Edition. We will spend ample time on Integration Management, Scope Management, Schedule Management, Cost Management, Quality Management, Resource Management, Communication Management, Risk Management, Procurement Management, and Stakeholder Management.

### MAKING HIGH-QUALITY DECISIONS

**Duration: 6 hours**

Making high-quality decisions is a crucial part of being a successful leader. This course explores decision-making concepts, techniques and processes. It is important for leaders to recognize every decision has an impact on the organization and the people that work within it. Participants will better understand how to align strategic decisions to organizational goals and objectives; align projects to strategy; use data to support decision-making; reduce negative consequences and maximize benefits; understand and following a decision-making process with clearly defined roles; implement decision-making techniques; and avoid common biases.

### INTRODUCTION TO MICROSOFT PROJECT

**Duration: 6 hours**

MS Project is a tool that supports project managers with meeting project objectives on time and within budget. This course provides step-by-step guidance on how to create and manage a project schedule, to include creating tasks, setting up a resource sheet, allocating resources, assigning materials, setting a baseline, and adding a status date. This is a valuable tool for communicating project updates to stakeholders.

### INTRODUCTION TO SMARTSHEET

**Duration: 3 hours**

The Smartsheet platform allows you to collaborate, manage, and report on work in real time, automate workflows, and deploy new processes at scale. This introductory training will focus on how to use this tool to manage a project and best communicate progress within your team and to stakeholders, ensuring you are maximizing efficiencies.

### TIME MANAGEMENT

**Duration: 3 hours**

Effective time management can help increase productivity and reduce stress. This course will provide participants with tools, techniques, and specific strategies to better manage to do just this. Time is a precious resource and learning this skill will help you improve at work and at home.

## MYERS BRIGGS TYPE INDICATOR (MBTI)

### **Duration: 6 hours**

Understanding your Myers-Briggs Type Indicator (MBTI®) preferences can help you make better decisions, communicate more effectively, manage & prevent stress, set & achieve goals, build strong relationships, focus your career plans, and more. This workshop helps you understand your MBTI assessment results, as one of 16 types. The theory of psychological types described by C. G. Jung is that much seemingly random variation in behavior is actually quite orderly and consistent.

## THOMAS-KILMANN INSTRUMENT (TKI)

### **Duration: 6 hours**

The TKI assesses an individual's behavior in conflict situations—that is, situations in which the concerns of two people appear to be incompatible. This full-day workshop focuses on helping you better understand five conflict-handling modes and when to use each of them: Competing, Collaborating, Compromising, Avoiding, and Accommodating. You receive your assessment results to work with during the workshop.

## DiSC Workshop

### **Duration: 6 hours**

The DiSC profile is a non-judgmental tool used for discussion of people's behavioral differences. If you participate in a DiSC program, you'll be asked to complete a series of questions that produce a detailed report about your personality and behavior. You'll also receive tips related to working with people of other styles. This full-day workshop will help you discover your DiSC style; understand other styles; and build more effective relationships.

## CHANGE MANAGEMENT

### **Duration: 6 hours**

This training introduces concepts, tools, and techniques to effectively lead organizational change and nurture a culture of innovation and agility. Participants will learn leading-edge frameworks to unravel the dynamics of change, including overcoming resistance, and will explore the most effective leadership strategies for navigating these reactions. Communicating during changes is critical and participants will get hands-on time creating communication plans.

## **TRAINING DELIVERY:**

- IN-PERSON or LIVE ONLINE
- Private trainings can accommodate up to 20-participants
- Participants will receive certificates of completion for all training courses, indicating the number of classroom hours
- Project Management classroom hours can be applied towards a PMP certification through PMI
- Contact us to discuss the training goals of your team – we also create customized content!

## **OUR COMPANY:**

Effective Flow Connections is a management consulting company based in Reno, NV that helps organizations and employees improve by offering customized solutions relating to project management, change management, facilitation of key meetings, coaching, and training. We create and execute these solutions, while embracing and nurturing organizational culture. We look forward to working with you and helping you do what you do best, even better!

**Contact Us: Effective Flow Connections, LLC**

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