

Professional Development Annotated Bibliography
Benjamin Craig Srock

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1. **3 Routes to Good Communication**

- a. Project Management Institute – www.learning.pmi.org
- b. 1 Hour
- c. Online Course
- d. \$39.00 PMI Members
- e. This course reviews and discusses the tools and methods that can be used to create better conditions for communication. Establishing the proper climate, that suits the person you are speaking to, will enable you to be on the same wavelength and create an atmosphere of effective listening and idea exchange.
- f. .5 PDU hours

2. **7 Steps to Mastering Time**

- a. Project Management Institute – www.learning.pmi.org
- b. 4 hours
- c. Online Course
- d. \$180.00 to PMI Members
- e. This 4-hour interactive, online course is a complete, integrated time management system. It contains only seven steps, which, if followed, will assist the learner in developing an effective and efficient method for allocating time and regaining control of his or her life. You will learn how to regain control of your day and how to increase your daily productive time. You will also learn how best to use your reclaimed time and how to periodically reassess your time management skills.
- f. 4 PDU Hours

3. **Fundamentals of Project Management**

- a. Project Management Live Seminars
- b. 16 hours
- c. Live Seminar Orlando, FL
- d. \$349.00 to PMI Members
- e. How to successfully orchestrate the people, resources, and tasks it takes to bring any project in on time and within budget. This seminar focuses on the effective estimation and use of resources during the planning and executing process phases.
- f. 12 PDU hours

4. [Effective & Efficient Project Management Skills for Anyone](#)

- a. Pryor Learning Solutions Webinar Series
- b. 1 Hours
- c. Webinar - Digital Download
- d. US \$99.00
- e. Whether you've found yourself in charge of a project for the first time and don't know where to begin or you're encountering a difficult series of tasks and feeling overwhelmed, Effective & Efficient Project Management Skills for Anyone will provide essential project management basics and essential elements that will remove stress and yield success.
- f. None

5. [Project Management Workshop](#)

- a. Pryor Seminars: Project Management Workshop
- b. 7 Hours
- c. Live Seminar November 17, Orlando, FL
- d. US \$199.00
- e. Master the art of project planning, and organize your project without omissions, mistakes, or miscalculations. Use better communications techniques to get the cooperation, support, and resources that are vital to the project's success. Root out waste in every stage of the project — wasted time, money, and effort that endanger a project's success. Identify and use indispensable planning and scheduling tools that assure the project is implemented exactly as planned. Estimate time and costs with pinpoint accuracy, using a simple 3-point approach that reduces the risk of costly delays and errors.
- f. 5.5 PDU Hours

6. [Developing Your Emotional Intelligence](#)

- a. NationalSeminarsTraining.com/EMTL
- b. 7 hours
- c. Live Seminar Ft. Myers, FL December 11, 2017
- d. US \$149.00
- e. Learn why Emotional Intelligence is so important to your career — and how easily you can develop yours.
- f. None

7. [Microsoft Project 2016 Introduction](#)

- a. ONLC Training Centers
- b. 16 Hours
- c. Classroom Training
- d. US \$765.00
- e. This course is designed to familiarize you with the basic and advanced features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in a real-world environment. It covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.
- f. 14 PDU hour

8. **Project Management: A Systems Approach to Planning, Scheduling, and Controlling**

- a. Kerzner, H. (2013). *Project Management: A Systems Approach to Planning, Scheduling, and Controlling* (10th Ed.). Hoboken, NJ. 2009, Wiley & Sons
- b. Book, 1120 pages
- c. E-Book
- d. US \$63.99 Kindle
- e. The author of this book discusses the evolving concept of Project Management and how its concepts align with the Project Management Institutes Body of Knowledge Guide (PMBOK). The strength in this publication is not the correlation between it and the PMBOK Guide, but rather the use of case studies to reinforce each concept.
- f. None

9. **Introduction to Six Sigma**

- a. Project Management Institute – www.learning.pmi.org
- b. 40 Hours
- c. Online Course
- d. \$499 to PMI Members
- e. This course explains the concepts, strategies, tools, and techniques learners will need to complete process improvement projects and activities. The course is divided into 8 modules that explain key foundational Six Sigma information, guide students through the five steps of the DMAIC methodology, and demonstrate how a Six Sigma approach can benefit organizations in several, diverse industries or business sectors.
- f. 32 PDU hours (16 Technical, 11 Leadership and 5 Business /Strategic)

10. **Project Productivity Killers: How to Get Them Before They Get You**

- a. Project Management Live Seminars – Orlando, FL
- b. 16 Hours
- c. Live Seminar
- d. \$1350.00 PMI Members
- e. This highly interactive and engaging seminar covers immediately applicable techniques and approaches for understanding and managing the costs (budget/schedule over runs, stress, etc.) that go with miscommunication and wasted time on projects. You will walk away with your own personal application plan that includes the specific techniques you will apply to your projects after the session. Equally important, you'll get ideas and approaches for helping those on your project teams to be significantly more effective.
- f. 14 PDU Hours