

REMOTE PROJECT MANAGEMENT

September 28, 2020
Online | Central Time



"David is a phenomenal speaker. Very knowledgeable with the ability to share that knowledge in an easily understandable manner."

Harlan Electric



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Although managing projects remotely is not a new concept, the process became a requirement in 2020, therefore leading countless people and organizations into what could potentially be unfamiliar territory. Through this course, attendees will understand how to successfully initiate, manage, and complete projects from home, as well as how the process differs compared to face-to-face management systems and styles. Attendees will be walked through everything from how to communicate online effectively, how to manage both teams and individuals from afar, and how to become or continue to be an approachable and successful project manager or participant whose leadership transcends from project to project.



EUCI is authorized by IACET to offer 0.7 CEUs for the course. Participants must log on each day and be in attendance for the entirety of the course to be eligible for continuing education credit.

LEARNING OUTCOMES

- Review the project planning process, including how to build a Work Breakdown Structure and reviewing potential risks
- Discuss the different tools teams can use while developing and executing a project, as well as the communications tactics to employ
- Review best practices for conducting meetings, as well as leadership tactics that will help to streamline productivity, expectations, and communication
- Explain how to manage individual and group success and how to monitor towards a successful project completion

INSTRUCTOR

David Tennant
Windward Consulting Group LLC

REGISTRATION INFORMATION

Mail Directly To:

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p: 303-770-8800

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ONLINE DELIVERY & PARTICIPATION DETAILS

EUCI will use Microsoft Teams to facilitate participation in the upcoming event. Attendees do not need to have an existing Teams account to participate in the broadcast. The course will play in attendee's browser. When attendees sign on, their microphones are typically muted. Attendees should keep their mic muted until such time as it's needed to ask a question. During the event, participants will have the option of using a microphone to speak with the room and ask questions, or type in any questions via the chat window and our online administrator will relay your question to the instructor.

- Each attendee will receive an event invitation by e-mail, which will include one link to sign on for each half-day of the event (i.e., three links for a 1 1/2 day event). The appropriate link must be used to join each half-day event segment at the appropriate time.
- The remote meeting connection will open approximately 30 minutes before the start of the course. We encourage attendees to connect as early as possible in case of unforeseen problems.

PLEASE SELECT

REMOTE PROJECT MANAGEMENT ONLINE COURSE
SEPTEMBER 28, 2020: US \$795 (Single Connection)

PACK OF 5 CONNECTIONS: US \$ 3,575

PACK OF 10 CONNECTIONS: US \$5,965

FOR VOLUME DISCOUNTS CALL +1.303.770.8800

** All other discounts do not apply to license packs*

How did you hear about this event? (direct e-mail, colleague, speaker(s), etc.)

Print Name

Job Title

Company

Address

City

State/Province

Zip/Postal Code

Country

Phone

Email

CREDIT CARD INFORMATION

Name on Card

Billing Address

Account Number

Billing City

Billing State

Exp. Date

Security Code (last 3 digits on the back of Visa and MC or 4 digits on front of AmEx)

Billing Zip Code/Postal Code

OR Enclosed is a check for \$ _____ to cover _____ registrations.

Substitutions & Cancellations

Your registration may be transferred to a member of your organization up to 24 hours in advance of the event. Cancellations must be received on or before August 21, 2020 in order to be refunded and will be subject to a US \$195.00 processing fee per registrant. No refunds will be made after this date. Cancellations received after this date will create a credit of the tuition (less processing fee) good toward any other EUCI event. This credit will be good for six months from the cancellation date. In the event of non-attendance, all registration fees will be forfeited. In case of course cancellation, EUCI's liability is limited to refund of the event registration fee only. For more information regarding administrative policies, such as complaints and refunds, please contact our offices at 303-770-8800. EUCI reserves the right to alter this program without prior notice.

