

Essential Project Management Skills

Learn essential Project Management concepts 24/7—at your own pace

Explore the terminology, tools and techniques of project management with this comprehensive, on demand course. Over 7 compact and focused lessons, you'll learn about key PM concepts such as the Work Breakdown Structure, collaborative communication, risk strategies and much more. You'll also be able to retake each lesson as many times as you wish.

COURSE DETAILS

253 Minutes | 9 Self-Paced Lessons

Identifying and Managing Your Stakeholders

- Learn how to identify your internal and external stakeholders and develop some tools to ensure everyone is aligned on project goals.

Tips for Leading Flawless Virtual Meetings

- Learn how to set virtual ground rules, provide tips to help ensure virtual meetings run smoothly, and provide tools to keep participants engaged.

Project Management for the Accidental Project Manager - A Basic "How to" Approach

- Gain a proven methodology for initiating, planning and managing projects, as well as a strategy to help you implement what you learn.

Creating a Work Breakdown Structure (WBS)

- Using a WBS can help you operate in an efficient and organized manner. Get insights and skills to help you understand the WBS and create one on your own.

Utilizing Effective Risk-Response Strategies

- Business risks may impact a project's timelines, costs, or resources and have a negative impact on the project execution. Learn what a risk is, and how you can use the risk management process in your project planning.

Managing Projects Effectively

- All organizations have many projects with many moving parts and players. Effectively manage your project by planning tasks, procuring resources, and purposefully communicating with stakeholders.

Manager's Guide to Collaboration

- Explore the skills and roles necessary for you and your team members to successfully collaborate within your team—and with the rest of the organization.

Enhancing Collaborative Communication

- When managing projects, team communication is an especially critical factor in determining success or failure. Identify communication techniques that you can use to make your team collaboration more effective.

The Manager's Role During Change

- Change management comes in many shapes and forms – both big and small. Learn what change management is about, identify the need for it, and discover your role as a change leader.

**[Start your OnDemand course today](#), or
[contact us](#) to explore options for your organization**