



Project Management for Learning Professionals Certificate

REGISTER

Be more effective in planning, organizing, and controlling your projects.



Certificate of Completion



Face-to-Face and Live Online Courses



2 Days to Complete or 14 Hours Online



Focused on a Topic Within One Area of Expertise (AOE)



On-Site Offerings Available

It's normal to begin with good intentions; but once a new talent development project is underway, the initiative can take on a life of its own.

In this course, developed in partnership with learning project management experts Russell Martin & Associates, you will learn to better manage critical project phases so you can deliver learning and performance solutions that meet your organization's goals.

Define

- Establish project scope.
- Set initial business and learning objectives.
- List risks and constraints.
- Evaluate alternatives.
- Choose a course of action.

Plan

- Finalize learning objectives.
- Create schedule.
- Assign resources.
- Create budget.



Manage

- Control work in progress.
- Provide feedback.
- Negotiate for resources.
- Resolve differences.

Review

- Implement the learning event.
- Hold project review.
- Release resources.

Related Learning Offerings

Consulting Skills Certificate

Build your credibility as a trusted consultant.

Facilitation Skills Certificate

Apply advanced-level facilitation skills to increase your professional credibility.

Instructional Design Certificate

Leverage exclusive ATD tools and templates to develop the most powerful, bottom-line focused learning.

Improving Human Performance

Enhance performance with a systematic and results-based approach, driven by business needs.

Managing Learning Programs Certificate

Discover how the learning function can best add value.





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Derived From ATD Research, Backed by Our Competency Model

ATD's Project Management for Learning Professionals certificate program employs the approach a talent development professional must follow to bring a project to completion on time and within budget.

This project management training course provides a simplified method, repeatable yet flexible, along with concrete steps to improve your project management skills. You'll take with you a comprehensive approach to planning, tracking, resourcing, and managing learning projects.

In this program, you will:

- Build a project plan including schedules, resource allocations, and budgets.
- Create criteria for monitoring and reporting progress, including control point identification charts, project costing charts, and milestone charts.
- Identify and manage project risks, while also determining and anticipating changes that occur during project execution.

After this program, you will be able to:

- Differentiate between project management and project work.
- Define the roles of the project manager, project sponsor, and other key individuals on a project.
- Create a project charter.
- Create activity networks (PERT, Gantt, and CPM) and other tools for communicating project scope and activities.
- Determine and anticipate changes that occur during project execution.
- Develop a detailed work plan to accurately determine the project completion date.
- Accurately estimate project activities.
- Manage external vendors more effectively.
- Discover the power of the review process to improve future performance.





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COURSE OVERVIEW

MODULE 1

What Is Project Management?

MODULE 2

Defining the Project

MODULE 3

Projects Create Change

MODULE 4

Planning the Project

MODULE 5

Managing the Project

MODULE 6

Ending Well and Review

Module 1: What Is Project Management?

- **What Is a Project?**
- **What Is Project Management?**
- **Project Manager or Project Sponsor**
- Project Manager vs. Project Sponsor Activity
- **What Project Management Is Not**
- **Steps to Great Projects Overview**

Module 2: Defining the Project

- Set Your Project Objectives Activity
- **Determine Stakeholders**
- Define Your Project Scope Activity
- Build Your Scope Diagram Activity
- **Develop Project Objectives**
- Develop Your Project Objectives Activity
- **Risks and Constraints**
- Risks and Constraints Activity
- Document Constraints Activity
- **Establish Communications Plan**
- **Establish Governance and Decision-Making Plan**
- It's a Draft—Project Charter Activity

Module 3: Projects Create Change

- **Change vs. Transition**
- **Growing Resiliency**
- Building the Resilient Attitude Activity
- Practicing Flexibility Activity
- Order Upon Chaos Activity
- How You Behave: DISC Activity
- **Behavioral Strengths**
- **Interacting With Other Styles**
- **Adapting Styles**
- **A Team Makes a Whole Brain**





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Module 4: Planning the Project

- **Steps to a Great Project**
- Pizza Challenge Activity
- **What's in a Plan**
- **Create the Project Schedule**
- Create Your Project Schedule Activity
- **Lies, Lies, Lies—Date Confusion**
- **Make It Simpler—What Is a Methodology?**
- **Waterfall and Iterative Prototyping**
- **Milestones—Groups of Tasks**
- **Choices—Cheat Sheets**
- **ADDIE, SAM, Agile**
- **Create the Project Schedule**
- Create Your Project Schedule Activity
- **Build a Spreadsheet**
- Build Your Spreadsheet Activity
- **Assign Resources**

Module 5: Managing the Project

- **Simple Status Reports**
- To-Do List Project Activity
- **Monitor Change**
- Change vs. Transition Activity
- **Growing Resiliency**
- Practicing Flexibility Activity
- Order Upon Chaos Activity
- **Manage Communication**
- **Seek First to Collaborate**
- **Bad News Early Is Good**

Module 6: Ending Well and Review

- **Milestones to Consider**
- **Transition to Maintenance**
- **Archiving**
- **Template for Review**
- **Five Deadly Sins of Project Management**

Additional Tools and Resources

- Project Charter and Schedule Templates
- Project Transition Plan/Schedule
- Simple Survey for Review
- Emotion-Based Survey

What Participants Are Saying

“The entire program was amazing, but I appreciated the fact that we were able to choose a project of our own and create a project plan around it. The fact that we had professionals there to answer our questions was great. This program gave quick but thorough instruction on project management for trainers—enough information to get individuals started on the right path of project management, but not enough to overwhelm.”

—Jennifer Quan

Project Management for Learning
Professionals Participant





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RESOURCE SAMPLE

Project Charter

Business Objectives (Increase Revenue, Avoid Costs)

Primary

Secondary

Draw Scope Diagram Here

Project Objectives

Quick and Dirty Risk:

Size (1-10 big) _____

Structure (1-10 no requirements) _____

Technology (1-10 new) _____

Average _____

Constraints	Can't Move	Moves Little	Negotiate
Time			
Cost			
Quality/ Scope			

Risk Factor	Likelihood (L, M, H)	Impact (L, M, H)	Prevent By:	React By:

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Why Choose ATD As Your Professional Development Resource?

Over the last 75 years, our mission has been to empower talent development professionals with the knowledge and skills they need to be successful and remain competitive. We accomplish this by providing learning that sticks and leads to measurable results in your on-the-job performance.

What You Can Expect From an ATD Course

- ✓ Research- and competency-based learning with applied adult learning principles
- ✓ Hands-on practical activities
- ✓ An engaging environment that builds confidence and makes learning personally relevant
- ✓ Actionable take-home materials to ensure real application back at work

95+
Course Topics



900+
Organizations Have Trained With Us



120+
Countries With an ATD Presence



100,000+
Professionals Have Learned With ATD Education



Ready to Get Started?



Register by Phone or Get a Consultation

Not sure what to take? Call a professional development specialist to help you enroll. They can give you course recommendations based on your learning goals and your role.

Call: **855.404.2783**

Visit: **www.td.org/learningpath**



Register Online

- Visit **www.td.org/projectmanagementcert**.
- **Choose** your preferred dates and times.
- **Click** Enroll.
- **Follow** the cart and checkout prompts.



Register a Team/ On-Site Training

Interested in bringing a course to your company as an on-site learning event?

Call: **888.816.7813**

Email: **enterprise@td.org**

We Are Here to Help You and Your Team Learn, Grow, and Improve!



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