

## Training Course Offerings from Integrated Process Developers, Inc. (IPDI)

**Integrated Process Developers, Inc. (IPDI)** has a substantial number of onsite and online course offerings to aid you and your company in this difficult economy.

You and your company need every advantage you can acquire to gain an edge over you competition. IPDI's workshop style courses and online training will help you achieve your objectives.

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#### Onsite Project Management Training Workshops

##### **Project Management Professional training:**

- Project Management Professional - Preparation for Certification

##### **Project Management knowledge area training:**

- Fundamentals of Project Management
- Project Management Boot Camp (Fundamentals and Microsoft Project courses combined)
- Scope Management
- Time Management for Projects
- Risk Management for Projects
- Project Estimating and Scheduling

##### **Project Management software training:**

- Microsoft Project 2003/2007

#### Onsite Soft Skills Training Workshops

- Negotiation Skills for Project Managers
- Building Better Stakeholder Relationships
- Effective Listening Skills
- Interpersonal Communication Skills
- Facilitation Skills
- Building Blocks for a Consensus that Sticks
- Write Like A Pro
- Speak So They'll Listen
- Presentation Skills for Professionals
- Managing Conflict
- Dealing with Difficult People
- BAAR Code for Managing Stress
- Practical Coaching Skills
- Leading the Project Team

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### **Online Project Management Training Courses**

#### **Project Management Professional training:**

- PMP Online Preparation Course (this course contains the 10 knowledge area training courses listed below along with a practice exam. More content - Less cost!)

#### **Project Management for Information Technology**

- Project Management for Information Technology (contains eight comprehensive module quizzes and a 56-question Final Assessment spanning IT project management areas of knowledge)

#### **Project management knowledge area training:**

- Introduction to Project Management
- Project Processes
- Team Work and Managing People
- Project Communications
- Project Scoping and Tracking
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Quality Management
- Project Procurement Management

### **Online General Management Training Courses**

#### **Finance:**

- Business Essentials: Introduction to Business Statistics
- Business Essentials: Introduction to Finance
- Business Essentials: Understanding and Managing Budgets
- Business Essentials: Finance (Time Value of Money and Risk)
- Business Essentials: Financial Planning and Control

#### **Human Resources:**

- Understanding HR: Talent Management and Career Development
- Understanding HR: Performance Management

#### **Innovation and Critical Thinking:**

- Introduction to Critical Thinking

#### **Leadership:**

- The Successful Leader: Leaders and Work-Life Balance
- The Successful Leader: Introduction to Leadership
- The Successful Leader: Leading Teams

#### **Management:**

- Economics for Managers: Understanding Macroeconomics
- Economics for Managers: Understanding Microeconomics
- The Successful Manager: Principles of Management

#### **Management Information Systems:**

- Talking IT with Confidence: An Introduction to Management Information Systems

#### **Marketing:**

- Connecting with Customers: Principles of Marketing

#### **Strategy:**

- Fundamentals of Strategy

#### **Partial Client List**



**PDU: Professional Development Unit**

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## Onsite Project Management Training Workshop Details

- **Project Management Professional - Preparation for Certification (Traditional Classroom):** Learn the necessary knowledge and skill sets required to sit for the internationally recognized Project Management Professional® (PMP®) certification which will help to propel your career forward. ([Click here for more information](#))
  - Number of Days: 5 days
  - PDU's: 40
  - Number of class hours: 40 hours
  - Delivery method: On-site classroom setting
  - Maximum number of attendees: 25 people
- **Fundamentals of Project Management:** In this course you will learn the five process phases of Project Management and how you can apply them to your projects. ([Click here for more information](#))
  - Number of Days: 2 days
  - PDU's: 14
  - Number of class hours: 14 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 25 people
- **Project Management Boot Camp:** This course is designed to give you a jump start into Project Management and the industry leading support software package, Microsoft Project. ([Click here for more information](#)). This course is the Fundamentals of Project Management and Microsoft Project courses combined
  - Number of Days: 4 days
  - PDU's: 28
  - Number of class hours: 28 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 25 people

-or-

  - Number of Days: 5 days
  - PDU's: 35
  - Number of class hours: 35 hours
- **Scope Management:** Does it seem like your projects get to 90% complete and stay there the rest of your life? ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 25 people
- **Time Management for Projects:** Do your projects constantly miss their deadlines and milestones? Always running late to the project completion date? ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 25 people
- **Risk Management for Projects:** Tired of being surprised on your projects? The only time you should be surprised is at Christmas! ([Click here for more information](#))
  - Number of Days: 2 days
  - PDU's: 14
  - Number of class hours: 14 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 25 people



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## *Integrated Process Developers, Inc.*

- **Interpersonal Communication Skills:** Are you finding it difficult to be assertive and non-confrontational? Are you known for your sarcasm? Do you struggle to deal with someone who is sarcastic toward you? Are you having a hard time speaking up? Are you too blunt? Do you find yourself blowing up? Are you tired of the conflict? Are you tired of not getting your needs met? ([Click here for more information](#))  
Number of Days: 1 day  
PDU's: 7  
Number of class hours: 7 hours  
Delivery method: On-site workshop setting  
Maximum number of attendees: 20 people
- **Facilitation Skills:** Are you feeling like your team meetings are "stuck in a rut" or are frequently off track? Are you unsure of how to get some people to participate and get others to quiet down? ([Click here for more information](#))  
Number of Days: 1 day  
PDU's: 7  
Number of class hours: 7 hours  
Delivery method: On-site workshop setting  
Maximum number of attendees: 12 people
- **Building Blocks for a Consensus that Sticks:** It's frustrating when some team members believe they have reached a consensus and later discover that only a few team members are committed to implementing the solution. The goal of Building Blocks for a Consensus that Sticks is to provide you insight, tools and techniques to build a team consensus that will be implemented. ([Click here for more information](#))  
Number of Days: 1 day  
PDU's: 7  
Number of class hours: 7 hours  
Delivery method: On-site workshop setting  
Maximum number of attendees: 20 people
- **Write Like A Pro:** This one-day workshop provides a proven process for overcoming writing roadblocks-getting started, focusing, and organizing. It presents five steps for writing professional messages. ([Click here for more information](#))  
Number of Days: 1 day  
PDU's: 7  
Number of class hours: 7 hours  
Delivery method: On-site workshop setting  
Maximum number of attendees: 20 people
- **Speak So They'll Listen:** This is a fast paced learning experience that quickly gets you practicing vocal patterns and non-verbal maneuvers that are immediately transferable to your work life and your personal life. ([Click here for more information](#))  
Number of Days: 1 day  
PDU's: 7  
Number of class hours: 7 hours  
Delivery method: On-site workshop setting  
Maximum number of attendees: 20 people



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## *Integrated Process Developers, Inc.*

- **Presentation Skills for Professionals:** Whether you are meeting a colleague at the airport or standing in front of the boardroom, you are always on stage presenting your business image and credibility. Learn techniques for organizing your thoughts and polishing your delivery in this fast-paced, one-day session. Through in-class work and practice, you will acquire skills for structuring audience-centered presentations, using audiovisual tools, and responding to questions. Carry all your newfound knowledge back to the workplace in your content-packed participant manual. And get ready to present a professional image in all your business transactions. ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 12 people
- **Managing Conflict:** Although we wish we didn't have to have conflict in our lives, the realization is that it is inevitable. It's what we do with the conflict that makes the difference. ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 20 people
- **Dealing with Difficult People:** If you are struggling to deal with people who blow up, attack, whine, or break promises, this workshop is for you. ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 20 people
- **BAAR Code for Managing Stress:** Stress in the workplace dis-empowers employees. It creates illness, weakens communication, drains creativity, impairs teamwork, and saps productivity. We cannot escape or avoid today's fast paced, rapidly changing, competitive, hi-tech workplace. The challenge is to restore a sense of power and control in our work lives. The answer is to equip ourselves with beliefs and skills to not only survive but also thrive in this workplace reality. ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 20 people
- **Practical Coaching Skills:** This workshop is for frustrated team leaders, supervisors, and managers who are not getting the change they want in employee behavior and performance. ([Click here for more information](#))
  - Number of Days: 1 day
  - PDU's: 7
  - Number of class hours: 7 hours
  - Delivery method: On-site workshop setting
  - Maximum number of attendees: 20 people



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## *Integrated Process Developers, Inc.*

- **Leading the Project Team:** This workshop is designed to help you manage the people side of leading your project team. ([Click here for more information](#))  
Number of Days: 1 day  
PDU's: 7  
Number of class hours: 7 hours  
Delivery method: On-site workshop setting  
Maximum number of attendees: 30 people

## Online Project Management Training Course Details

- **PMP Online Preparation Course:** At your own pace online in the comfort of your own home, you can study for the internationally recognized certification in project management which will help to propel your career in this difficult era. ([Click here for more information](#))  
PDU's: 38  
Estimated number of hours to complete: 38 – 40 hours  
Duration of course access: 180 days  
Delivery method: Self-paced online setting
- **Project Management for Information Technology Online Course:** Project Management for Information Technology, focuses more specifically on how project management concepts can be applied to IT projects, as well as on project management issues that are unique to IT projects. It reviews the concepts, methodologies, and tools of project management as it relates to IT. Students will also learn about fundamentals, such as integration management, scope, costing, quality, human resources, risk management, and procurement. ([Click here for more information](#))  
PDU's: 25  
Estimated number of hours to complete: 25 – 28 hours  
Duration of course access: 180 days  
Delivery method: Self-paced online setting
- **Introduction to Project Management:** This course considers some of the organizational issues surrounding project management. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Project Processes:** In this course, you will consider many of the key issues surrounding the model of good project management that includes five ongoing processes that flow through a project lifecycle. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Project Scoping and Tracking:** In this course, you will learn how to scope a project and what it means to lead a team over a project's life in terms of tracking and review. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting



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## *Integrated Process Developers, Inc.*

- **Project Time Management:** In this course, you will consider how to best plan and schedule activities. You will familiarize yourself with the various techniques used to calculate and analyze activity time estimates, including ways to estimate the duration of activities. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Project Risk Management:** In this course, you will define the core elements of risk management, including the risk register. You will also understand how risks are identified, prioritized, quantified and used in decision-making. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Project Cost Management:** In this course, you will consider the general approaches to cost management, such as what methods are used to estimate and budget for project costs. You will also learn about the interrelationship of various cost control concepts and how they can be graphed to depict project status. What should a project manager do if a project is falling off track? ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Project Quality Management:** In this course, you will consider what quality is in the context of a project: its components and intent. When has quality been achieved? These goals will be set down in a quality management plan and updated as needed. What does quality execution mean? What tools must be applied to processes and results to ensure that adequate quality management is taking place? ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Team Work and Managing People:** In this course, you will learn how to acquire and negotiate for people's time to work on projects, to depict roles and responsibilities, and to discover the essentials of good people management, including the skills to motivate, develop, report on performance and manage conflict. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Project Communications:** What does effective communication mean and look like in general and in project management? In this course, you will learn the answers to these questions to lead the communication for a project. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting



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## *Integrated Process Developers, Inc.*

- **Project Procurement Management:** In this course, you will consider how procurement works within a project. What are the steps in contracting? ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting

## Online General Management Training Courses

### FINANCE

- **Business Essentials: Introduction to Business Statistics:** Introduction to Business Statistics will introduce you to the importance of statistics in the business world. Statistics is the science of collecting, organizing, and analyzing data in order to make more effective decisions. Understanding statistical techniques can help any manager responsible for marketing, management, accounting, sales, or other business functions. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Business Essentials: Introduction to Finance:** This course introduces the discipline of finance in an organizational setting. You'll learn how financial decisions fit into the world of business decision-making and how these choices pose problems, challenges, and opportunities for organizations and individuals. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Business Essentials: Understanding and Managing Budgets:** After completing this course, you'll have a clear understanding of budgets and how they are used in organizational settings. You will be able to explain the uses and functions of master budgets, operating budgets, sales, production and cost of goods sold budgets, and cash budgets. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Business Essentials: Finance (Time Value of Money and Risk):** This finance course covers Time Value of Money (TVM) principles and Risk and Return. You will review the basic TVM techniques (compounding, discounting, present and future value) used in evaluating all financial decisions and their cash flow implications. For Risk and Return, you will learn how risk influences investment decisions, and how to calculate risk and rates of return. Further, you will explore the benefits of diversification and the use of the portfolio concept in investing. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting



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## *Integrated Process Developers, Inc.*

- **Business Essentials: Financial Planning and Control:** This course considers practical tools from finance and accounting for decision making by organizations. You will learn about cost benefit analysis, return on investment (ROI), fixed and variable costs, breakeven and CVP (cost-volume-profit) analysis, tracking and performance measures, and the Balanced Scorecard and its varied uses. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting

### **HUMAN RESOURCES**

- **Understanding HR: Talent Management and Career Development:** This course, HRM: Talent Management and Career Development, covers the challenges and issues that organizations face in developing and retaining their employees. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Understanding HR: Performance Management:** This course considers the different elements of performance management. In its broadest sense, "performance management" is what every good manager does every day: Makes sure employees know what they need to do to achieve the organization's goals, checks to make sure the employees are doing those things, praises employees for doing the right things, and uses constructive criticism when that is not the case. A formal performance management system simply makes sure all those management tasks get done consistently across an organization. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting

### **CRITICAL THINKING**

- **Introduction to Critical Thinking:** Introduction to Critical Thinking will introduce you to the importance of critical thinking in the business world. Critical thinking is an intellectual model for reasoning through issues to reach well-founded conclusions about them. Asking questions is at the heart of critical thinking. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting

### **LEADERSHIP**

- **The Successful Leader: Leaders and Work-Life Balance:** This Leadership course addresses the question of work-life balance, one which is of great importance to leaders in all settings. The course is based on D. Quinn Mills' book, Leadership: How to Lead, How to Live, a text used at Harvard Business School. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting



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## *Integrated Process Developers, Inc.*

- **The Successful Leader: Introduction to Leadership:** This course addresses the key issues surrounding leadership. What is leadership? Why is it important? What does it require to be a leader? What is visionary leadership? What is the role of charisma in leadership? What roles must a leader assume? Introduction to Leadership is based on D. Quinn Mills' book, Leadership: How to Lead, How to Live, a text used at Harvard Business School. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **The Successful Leader: Leading Teams:** This course addresses the key issues surrounding leadership in a team. Why is it important? What does it require for a team leader to lead his team effectively? ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting

### **MANAGEMENT**

- **Economics for Managers: Understanding Macroeconomics:** Economics for Managers: Understanding Macroeconomics covers the key concepts in macroeconomics of interest to managers and those in the business world. Macroeconomics is the study of national economies and the global economy, how economic aggregates grow and fluctuate, and the effects of government actions on them. Macroeconomics is a tool used by government policy makers in looking at economic growth, price stability, full employment and trade balances.. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **Economics for Managers: Understanding Microeconomics:** Economics for Managers: Understanding Microeconomics covers the key concepts in microeconomics of interest to managers and those in the business world. Microeconomics is the study of the economic behavior of individual consumers, companies, and industries. This course surveys the key concepts a manager needs to understand: how the laws of supply and demand impact producers and consumers; economic costs and profits; the impact of the government (taxes; price controls, etc.) on the economy; the question of competition and its various forms; production and demand for resources and labor markets. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting
- **The Successful Manager: Principles of Management I:** This course considers the fundamentals of management and how managers can be effective in organizational settings. Principles of Management I addresses two major topics: Managing in an Organization and Managing People. It is based on D. Quinn Mills' book, Principles of Management, a text used at Harvard Business School. ([Click here for more information](#))  
PDU's: 3.5  
Estimated number of hours to complete: 5 – 8 hours  
Duration of course access: 30 days  
Delivery method: Self-paced online setting



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## *Integrated Process Developers, Inc.*

### **MANAGEMENT INFORMATION SYSTEMS**

- **Talking IT with Confidence: An Introduction to Management Information Systems:** Information technology has become vital for virtually every industry and every organization. This course will help you understand the basics of information systems in a business and management context. You will learn about business information systems, networks (LANs, WANs, etc.) and distributed computing, systems development and design, databases (relational and flat), Intranets, enterprise applications, B2B, and electronic commerce. This course will provide the fundamentals of business and management information systems. ([Click here for more information](#))

PDU's: 3.5

Estimated number of hours to complete: 5 – 8 hours

Duration of course access: 30 days

Delivery method: Self-paced online setting

### **MARKETING**

- **Connecting with Customers: Principles of Marketing:** Connecting with Customers: Principles of Marketing provides an introduction to marketing and marketing planning. The course offers an overview of marketing, addressing the definition of marketing, the marketing mix (the Four Ps), the strategic importance of marketing, and customer values and satisfaction. ([Click here for more information](#))

PDU's: 3.5

Estimated number of hours to complete: 5 – 8 hours

Duration of course access: 30 days

Delivery method: Self-paced online setting

### **STRATEGY**

- **Fundamentals of Strategy:** Fundamentals of Strategy provides an introduction to strategy and strategic planning. The course addresses two major topics: What is Strategy? and Strategy and Competition. Fundamentals of Strategy draws on D. Quinn Mills' book, Principles of Management, a text used at Harvard Business School. ([Click here for more information](#))

PDU's: 3.5

Estimated number of hours to complete: 5 – 8 hours

Duration of course access: 30 days

Delivery method: Self-paced online setting

To discuss these courses and when to schedule them for yourself and/or your company, contact IPDI at [ipdi@processdevelopers.com](mailto:ipdi@processdevelopers.com) or 734.207.5470



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## Partial Client List

Below is a partial list of clients for whom Integrated Process Developers, Inc. (IPDI) has performed either consulting or training services:

- AAA Life Insurance
- ASG Renaissance
- Borg Warner
- CDI Information Services
- Continental Automotive
- DaimlerChrysler
- Denso
- Ford Motor Company
- GKN Automotive
- Lear
- MSX International
- Sanyo
- SSOE, Inc.
- Tower
- Visteon
- AAA Auto Club Michigan
- Automotive Components Holdings
- Breed Technologies
- CIBER
- Contract Professionals, Inc.
- Decision Consultants Inc.
- EDS
- General Motors
- Grupo Antolin
- Livernois Engineering
- National Tech Team
- Schaeffler
- TAC Automotive
- TRW
- Yazaki
- Ajilon
- Behr
- Brose Automotive
- Comerica Bank
- Cosworth Technology Inc.
- Delphi
- Federal-Mogul
- General Physics
- Key Safety Systems
- Manpower Technical
- Optimal CAE, Inc.
- Siemens VDO Automotive
- Takata
- Vari-Form

IPDI's instructors have performed project management courses for the following universities or worked with the following universities to implement project management programs:

- Carleton University (Ottawa, Ontario, Canada)
- Saint Mary's (Halifax, Nova Scotia, Canada)
- University of Phoenix (National for profit university)
- Cleary University (Ann Arbor & Howell, Michigan)
- Schulich School of Business, York University (Toledo, Ontario, Canada)
- University of Toledo (Toledo, Ohio)
- Oakland University (Oakland County, Michigan)
- University of New Brunswick (Fredericton, New Brunswick, Canada)



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