

On-Site & On-Line Course offerings from Integrated Process Developers, Inc.

Integrated Process Developers, Inc. (IPDI) has substantially increased its on-site and online course offerings to aid you 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.

The following is a list of courses IPDI offers:

- **Project Management Professional - Preparation for Certification (Traditional Classroom):** Learn the necessary knowledge and skill sets required to sit for the internationally recognized certification in project management which will help to propel your career in this difficult era.
(<http://www.processdevelopers.com/pmpcourse.asp>)
Number of class hours: 40 hours
Delivery method: On-site classroom setting
- **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. (<http://www.processdevelopers.com/pmponline.asp>)
Delivery method: Self-paced online setting
Cost: \$699.00 per person
- **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.
(<http://www.processdevelopers.com/fundamentals.asp>)
Number of class hours: 16 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **Microsoft Project:** Every good craftsman relies on good tools. Learn the most popular tool of project management, Microsoft Project®. (<http://www.processdevelopers.com/msproject.asp>)
Number of class hours: 16 hours
Delivery method: On-site workshop setting
Course size: Up to 20 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.
(<http://www.processdevelopers.com/bootcamp.asp>)
Number of class hours: 32 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **Introduction to Project Management:** This course considers some of the organizational issues surrounding project management. (<http://www.processdevelopers.com/intropmonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person

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- **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. (<http://www.processdevelopers.com/projectprocessesonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **Scope Management:** Does it seem like your projects get to 90% complete and stay there the rest of your life? (<http://www.processdevelopers.com/scope.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **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. (<http://www.processdevelopers.com/scopeonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **Time Management for Projects:** Do your projects constantly miss their deadlines and milestones? Always running late to the project completion date? (<http://www.processdevelopers.com/time.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **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. (<http://www.processdevelopers.com/timeonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **Risk Management for Projects:** Tired of being surprised on your projects? The only time you should be surprised is at Christmas! (<http://www.processdevelopers.com/risk.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **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. (<http://www.processdevelopers.com/riskonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **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? (<http://www.processdevelopers.com/costonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person

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- **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?
(<http://www.processdevelopers.com/qualityonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **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.
(<http://www.processdevelopers.com/teamworkonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **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. (<http://www.processdevelopers.com/communicationsonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **Project Procurement Management:** In this course, you will consider how procurement works within a project. What are the steps in contracting? (<http://www.processdevelopers.com/procurementonline.asp>)
Delivery method: Self-paced online setting
Cost: \$95.00 per person
- **Effective Listening Skills:** Have you ever been told "you never listen"? Have you had to re-do an assignment because of ineffective listening? Have you missed appointments or business opportunities because you didn't listen well? (<http://www.processdevelopers.com/listening.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **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?
(<http://www.processdevelopers.com/communications.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 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?
(<http://www.processdevelopers.com/facilitation.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 12 people

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- **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.
(<http://www.processdevelopers.com/consensus.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **Business Writing for Results:** This workshop will guide you in getting the results you want from the documents you write. Brief instructor lectures are given to teach the necessary writing techniques and then the participants will immediately use the skills as they write their in-class document.
(<http://www.processdevelopers.com/writing.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 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.
(<http://www.processdevelopers.com/speaklisten.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **Team Building:** This course explains the four work styles and how to interact with those who have a different approach to work. You will learn to use communication tools to give, receive, and ask for feedback and manage team conflicts. The course will demonstrate techniques for leading and motivating the team as well as define consensus and explain how to achieve it during group problem solving.
(<http://www.processdevelopers.com/teambuilding.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 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.
(<http://www.processdevelopers.com/conflict.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 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. (<http://www.processdevelopers.com/difficultpeople.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: For 12 to 30 people



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- **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. (<http://www.processdevelopers.com/baarcodes.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 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. (<http://www.processdevelopers.com/coaching.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: Up to 20 people
- **Leading the Project Team:** This workshop is designed to help you manage the people side of leading your project team. (<http://www.processdevelopers.com/projectteam.asp>)
Number of class hours: 8 hours
Delivery method: On-site workshop setting
Course size: For 12 to 30 people

To discuss these courses and when to schedule them for yourself and/or your company, contact Doug Boebinger at dbb@processdevelopers.com or 734/207-5470

Partial Client List:

AAA Life Insurance	DaimlerChrysler	National Tech Team
Ajilon	Decision Consultants Inc.	Optimal CAE, Inc.
ASG Renaissance	Delphi	Sanyo
Automotive Components Holdings	Denso	Schaeffler
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CDI Information Services	General Physics	Tower
CIBER	GKN Automotive	TRW
Cleary University	Grupo Antolin	University of Phoenix
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