



**“Even If You Are On The Right Track, You’ll Get Run Over If You Just Sit There”**

**-- Will Rogers**

**Integrated Process Developers, Inc. is a full service project management consulting company which can help you and your company in this difficult economy.**

It's Your Business - a newsletter from Integrated Process Developers, Inc.

June, 2008

**Many of you have been receiving IPDI's newsletter for a while now, while others are new. This month's newsletter is dedicated to helping you understand all of the services IPDI offers.**

### **How to Deliver Unpleasant News at Work**

Integrated Process Developers, Inc.'s (IPDI) mission is to improve corporate profits and the quality of life of its employees by assisting companies in developing integrated processes and utilizing project management to define, develop and launch product development efforts on budget, on time and at the quality requirements.

You've known about an important project -- and its Monday morning deadline -- all week. But figuring it would be easy to complete, you didn't start on the assignment until Friday. Then, you realize the information you need will take a couple of days to track down, and there's no way everything will be done in time. Now you have to explain what happened to your boss.

*Training Today – Increased Productivity Tomorrow <sup>SM</sup>*

While it is tempting to use evasive tactics when conveying bad news, there are a number of downsides to only presenting the upside. These include potentially harming your professional reputation, losing your manager's trust or missing out on support that might have helped you resolve the situation. It goes without saying that honesty is always the best policy. Following are suggestions on when and how to deliver unsavory news to your boss.

### **IPDI Consulting Services**

- Developing and implementing project management methodologies
- Setting up a Project Management Office (PMO) to facilitate your company's projects
- Facilitating Project JumpStart sessions - Speed up your project planning by utilizing IPDI's JumpStart service
- Process re-engineering / improvement and documentation to reduce your time to market and product development costs
- MAPD™ Strategy - IPDI developed multi-team process documentation / project management methodology.

[Click here for the rest of the story...](#)

Learn more about these services on our [web site](#)

### **On-Site Project Management Courses**

### **Project Management Humor**

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

- Project Management Professional - Preparation for Certification

#### **How Projects Are Born**

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

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

Ever wonder how projects get approved despite your strong recommendations not to do them?

[Click here](#) to learn how your company approves projects - and other project management humor.

If you have any project management

**Project management software training:**

- Microsoft Project 2003 or 2007

For detailed course information, visit our [web site](#)

### On-Line Project Management Courses

**Project Management Professional training:**

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

**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

For detailed course information, visit our [web site](#).

### On-Site Soft Skills Courses

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

For detailed course information, visit our [web site](#).

### On-Line General Management Courses

IPDI offers a wide range of online general management courses which cover the following subjects

- Business Essentials
- Human Resources
- Innovation and Critical Thinking
- Leadership
- Economics for Managers
- Management Information Systems
- Marketing

humor, please forward it to Doug Boebinger at:  
[dbb@processdevelopers.com](mailto:dbb@processdevelopers.com)

### Quick Links

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[Project Management Office \(PMO\) Development](#)

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As a PMI Registered Education Provider (REP), IPDI is qualified to provide your project management training needs, offer courses for PMP certification, and to meet your PDU re-certification requirements.



- Strategy

For detailed course information, visit our [web site](#).



Thank you for your interest in our consulting and training services. We are looking forward to hearing from you today to discuss how IPDI can make your company and projects more efficient and effective.

Sincerely,

**Douglas B. Boebinger, PMP**  
**Integrated Process Developers Inc.**

**IPDI - Your Company's Process Improvement and Project Management  
Consulting & Training Provider**

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