



## Project Management Training

A blended approach to learning project management designed to fit your organization needs and unique environment

### Action Learning

One of the most effective learning occurs through experience or through "learning by doing." Therefore, we have been incorporating action learning, such as simulations, activities and case studies, into our training programs. Learning by doing that takes place through the analysis of actual project situations in a formal training session. We developed "action learning" to take advantage of "learning by doing" as well as to address the organization's problem of deciding whether let the project staff do work or let them spend time with training. With Action Learning, the learning/training experience is structured around actual work situations that participants must complete and apply in their jobs.

For example, a new project is confronted with scheduling issues. Our facilitator presents the techniques and skills they needed, the participants discuss the alternatives and come up with a solution they will monitor and measure to track progress and success throughout the project. The facilitator teaches them the skills "just-in-time," and in the context of the actual tasks they need to accomplish.

Action Learning involves learning while accomplishing real work tasks. Action Learning provides not only the advantages of "hands-on-learning" found with simulations in training sessions, but also allows the participants to complete their work at the same time. Thus the learning/training enhances their productivity immediately. Managers do not have to worry about how they will cover the work while the project team attends training.

Action Learning has two objectives: completing the tasks at hand and learning a specific set of skills and knowledge while carrying out the tasks. The participants must take the time to reflect on the lessons learned and the meaning of the actions that they took.

Action Learning is a structured, yet fluid and flexible training methodology. The structure comes from the facilitator's planned learning objectives and methods for accomplishing these objectives. The fluidity and flexibility comes from the timing of carrying out the teaching. The facilitator draws from his or her experience and creates the learning at the most appropriate time in the most effective way.

Our training sessions include an assessment to gather the challenges and issues the participants are facing in their work. The facilitator analysis the issues and customizes the session to focus on the areas that need more emphasis

During the training session, the issues are presented and discussed with participants as case studies. The facilitator presents the basic concepts, theories and best practices on project

management and the participants, using their own experience, the tools and technique available from the session,.

### Characteristics of Action Learning

1. Emphasis on learning by doing
2. Addresses organization issues with project management
3. Conducted in teams
4. Participants tackle issues through creative problem solving
5. Produces tangible outcomes

Action learning stress the collaborative nature of learning by creating a spirit of support in which participants can test out ideas , select the best approaches and develop plans to implement the solutions.

Participants work together in groups from four to six members where they working on the one problem or a series of problems.

Participants take turns to present analysis to root causes of the problem, brainstorm ideas to solve the problem and select the best alternative. At the conclusion the member outlines an action plan for the next time period.

Facilitators act as an advisor, who provides experienced in the use of techniques or approach, and whose role is:

- To establish the procedural ground rules and to get the group working together.
- To model the learning process, and to help the others to apply the information available in the design of the solution
- To point participants in the direction of appropriate resources and models, and even to deliver "just in time training" if required.
- Follow-ups with the participants to provide additional coaching and mentoring during the implementation of solutions and guides them to reflect on the new learning.

Action Learning focuses on acting and reviewing the results. Provides participants with opportunities to solve real problems in their own workplace and learn from that experience, helps them to improve their managerial performance and, in turn, can lead to increased project performance.

# Our Training Services

## Extending the Capabilities of Project Management

PM4DEV professionals understand how you do your work. And, our satisfied customers confirm that we're uniquely positioned to help you achieve measurable success by utilizing a unified approach that combines:

- **Reliability.** PM4DEV works closely with you to ensure a successful project outcome. Our job isn't finished until we've achieved your goals.
- **Expertise.** We understand your challenges and our project management training services were developed by people with an extensive experience. PM4DEV professionals have the necessary knowledge and resources to guarantee your project success.
- **Methodology.** Our proven processes and training methodology were developed during successful engagements allowing PM4DEV professionals to work with maximum speed to efficiency.

PM4DEV can provide flexible training and workshops tailored to the unique needs of your organization. Our training services will enable you to quickly take advantage of the many benefits of our project management expertise.

e-mail us at [training@pm4dev.com](mailto:training@pm4dev.com) for information on training and workshop services. Or schedule an interview with one of our customer representatives.