

Upcoming Sessions:

Nov. 2 - 4, 2015
May 2 - 4, 2016

What Participants Say:

"Health-driven projects are challenging. This course provides all the necessary skills to manage those projects effectively. A detailed overview of the project cycle, time, scope, quality and costs."

M.Katusin,
Manager, Food Service
Procurement &
Retail Operations,
Halton Healthcare

"The course was presented in an interactive, interesting manner so that participants can integrate the learning in their roles"

A. Boyes,
Clinical Operations
Manager, ErinoakKids

"Great opportunity not only to enhance knowledge, skills and competency but also to network with individuals in a similar industry who have worked on similar projects."

M. Dewhurst,
Project Coordinator,
Ontario Shores Centre for
Mental Health Sciences

OPEN ENROLLMENT • Business Operations

The Project Management Course for Healthcare and Social Services

This popular program addresses effective project leadership techniques for Health Providers, Public Health, Social Services & Community Care Centres



Learn project management skills within a purely health and social program context.

Health and social services leaders are managing more projects than ever before - and formal project management skills are needed.

The 3-day *Project Management Course for Healthcare and Social Services* teaches leaders how to **plan, execute and deliver your health-driven projects on time and on budget.**

Examine the most current trends in the field of project management with your professional counterparts, and apply cutting edge techniques.

The Best Part:

Learn a **step-by-step approach to Project Management** that you can apply every day to your specific health-driven projects. **Plus share your first-hand project experiences with other health and social service organizations** in Canada.

Enrol today to earn your certificate.

See back for three ways to register.

Preview & Register Online



The Project Management Course for Healthcare and Social Services

What You Will Learn

1. Learn **essential project terminology to communicate in a blended health or social services team**
2. The **key phases of the project cycle**
3. How to **maintain control of time, scope, quality and costs** on healthcare and social programs
4. Understanding **key stakeholder roles**
5. Effective ways to **work with other departments and organizations**
6. How to establish and use the **proper communication channels**
7. Develop early warning systems by **tracking and measuring progress**
8. How to **close-out your project and implement best practices** on future projects

Who Should Attend

- **Managers and directors in public sector health, community care, hospitals, and social services agencies**
- **Clinical leads or staff involved in or leading projects in hospitals and care facilities**
- **Senior health and social services executives with business planning responsibilities**
- **Allied Health and Social Services professionals involved in or managing projects**
- **Systems, project and operational leads**
- **Community care program managers and regional health professionals**

In-Company Training

This and all SEEC programs can be delivered on-site or customized for your group's needs. For all custom program enquiries please e-mail customseecprograms@schulich.yorku.ca or telephone 416.360.8850.

Why Attend This Specialized Project Course for the Health Industry?

Healthcare agencies, hospitals and community care providers have seen an explosion of demand for services over the last few decades. **As a result, managers in these critical sectors are taking on more and more projects**, and applied project skills training is needed to succeed.

The Project Management Course for Healthcare and Social Services teaches you how to use the Project Management Institute's (PMI®) leading approach to managing projects. The approach is a global standard for project management and is used across many industries.

Receive a comprehensive view of “the total project,” from the planning and organizational stages to the actual implementation stage. Course coverage **will also explore the often neglected human and patient side of project management** and team/staff motivation.

This program is delivered with a focus on the context of health driven projects. This may include:

1. **Patients and clients as stakeholders**
2. **Managing a dispersed health team from different departments and agencies**
3. **Tighter project budgets**
4. **Working through project challenges unique to health and social services**
5. **Unique reporting and accountability requirements**
6. **Addressing the risks and fallout when something goes wrong**
7. **Working across departments and regions**



Don't miss this course and workshop – the skills will last you a lifetime!

Program Content

1. Management Life Cycles in Health and Social Services

- The project life cycle
 - Phases
 - Characteristics
 - Life cycle trends
- Initiating, planning, executing, controlling and closing phases

2. Project Selection, Initiation and Team Formation

- Building a project team
- Project selection models
- Identifying, documenting and assigning roles, responsibilities and reporting relationships
- Team charter development

3. Project Scope Planning and Work Breakdown

- Creating a scope document
- Definition and purpose of a Work Breakdown Structure (WBS)

4. Successful Task Sequencing

- Definition of task dependency
- Fast-tracking – overlapping phases
- Task diagramming techniques

5. Project Estimating

- What are we estimating?
- Five estimating techniques

6. Critical Path Analysis

- How do we use the critical path in managing projects?
- Early start and late start scheduling using software
- Crashing the schedule

7. Resource Planning and Budgeting

- Identifying required skill sets
- Negotiating for and assigning resources
- Verifying effort and duration estimates

8. Project Risk and Quality Management

- Risk and the project life cycle
- Identification, quantification, response development and control
- Quality concepts

9. Project Monitoring, Control and Evaluation

- PM control interfaces
- Monitoring time, cost, scope and quality
- Manage project meetings

10. Leadership Skills in Action

- Leadership vs. management
- Motivational and communications strategies
- Negotiation strategies

11. Project Close-outs

- How to ensure projects are closed and archived properly

Lead Successful Health-Driven Projects

- **York University supports excellence in Project Management across the health sector.** Health-Driven projects are transforming healthcare in Canada.

Bonus - Save \$500 when you also attend our *Using Microsoft Project Workshop*

Next Session:

November 12 - 13, 2015

Executive Learning Centre

Call 416.736.5079 to register or for more details.

Instructor Profiles

Sandra Martyn, PMP

Sandi is President of The Martyn Group, a consulting company specializing in project management training, project design and implementation. She has over 20 years of experience managing projects in all categories including construction, information systems, production, financial, transportation, and public sector. Sandi has successfully instructed and coached thousands of managers to improve their project planning and management skills.

Kathryn Pottruff, PMP, MSPM

As President of Pottruff Consulting Inc., Kathryn helps individuals and organizations drive profitable growth by improving how projects, programs, and portfolios are managed. Whether she is giving a keynote address, conducting a workshop, working with managers to bring about needed organizational change or guiding executives in making strategic decisions, Kathryn is well known for her ability to take a complex situation and quickly come up with a creative solution.

The Project Management Course for Healthcare and Social Services

Increase your Project Leadership Skills for Career Success

November 2 - 4, 2015

Executive Learning Centre

May 2 - 4, 2016

Nadal Management Centre

Ways to Register

Online

seec.schulich.yorku.ca

Fax

Download a registration form at seec.schulich.yorku.ca and fax to 416.736.5689

Mail

Download a registration form at seec.schulich.yorku.ca and mail to the address under Payment Options at right

Program Tuition & Registration Details

Program Tuition: The Project Management Course for Healthcare and Social Services 3-day program: \$2,595 + applicable taxes.

Optional 2-day program: Using Microsoft Project Workshop: \$1,545 + applicable taxes when you attend the three day course above – a \$500 savings.

Includes instruction, all seminar materials, lunches, refreshments, but not hotel accommodations.

Special Team Savings: Save \$150 each when two or more team members from the same organization register for this program at the same time.

Please Note: Fees, dates, speakers and applicable taxes are subject to change. York's liability is limited to reimbursement of paid tuition fees. One free transfer is permitted, provided written notice is received at least 15 days in advance of the seminar start date. Late transfer requests, less than 15 days in advance of the start date, will incur a \$100 fee. Additional transfers are \$200 each. Cancellations received in writing at least 15 days in advance of the seminar start date will receive a full refund. Written cancellations received less than 15 days prior to the seminar will be subject to a \$500 administration fee. Participants must attend all program days and fulfill all program requirements in order to receive a certificate. HST# R119306736.

Program Location

Your course will take place at the following SEEC facilities from 9:00 a.m. to 4:30 p.m. each day:

November 2 - 4, 2015 session

Schulich Executive Learning Centre, York University, 4700 Keele Street, Toronto, Ontario M3J 1P3
Tel: 416.736.5079

May 2 - 4, 2016 session

The Miles S. Nadal Management Centre, 222 Bay St., 5th Floor, Ernst & Young Tower, Toronto, Ontario M5K 1K2
Tel: 416.360.8850

Payment Options

SEEC accepts Visa, MasterCard, American Express and cheques.

If paying by mail, registration forms can be sent to: Schulich Executive Education Centre, The Executive Learning Centre, Schulich School of Business, York University, 4700 Keele Street, Toronto, ON M3J 1P3

Please make cheques payable to: York University – Schulich Executive Education Centre

Contact Us

Call us at 416.736.5079 (1.800.667.9380 toll free), or email execedinfo@schulich.yorku.ca.

Optional Accommodations

For sessions at the Schulich Executive Learning Centre, join us at **The Schulich Executive Residence.** Participants attending this program receive a **special discounted price of \$79/night with the promotion code SEEC16.** Call 416.650.8300 for information and reservations, or book at elc.schulich.yorku.ca.

For sessions held at The Miles S. Nadal Management Centre, please consider staying at the **Fairmont Royal York Hotel.** Call 416.368.2511 and ask for the SEEC/York University special corporate rate. Book online at: fairmont.com/reservations/check-availability/ Enter promotion code NYRK.

Experience The Schulich Executive Learning Difference...



World class faculty and instructors



Applied Learning



State-of-the-art learning facilities



Comprehensive take-home materials

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Includes a handsomely framed Certificate of Course Completion. This and all SEEC open enrolment programs allow you to:

- Rapidly update your education to an executive level in areas key to your success
- Link theory to practice with a hands-on, action-based learning curriculum
- Enjoy immediate ROI through application of your learning right away
- Share experiences and knowledge with other professionals in limited-size classes
- Leverage the expertise and insight of industry savvy, real-world instructors
- Network among graduating colleagues to develop lasting business friendships



Schulich
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