



Project Management Workshop Series

Workshop 1: Leading Project Teams

Date: March 17, 2010

Understanding organizational influence or impact on the ability to manage the project team; team development phases; communication models and skills; meeting management strategies; conflict management and resolution techniques.

Workshop Hours:

Registration:

8:15am-8:45am

Workshop:

8:45 am-12:00 pm

(Coffee & pastry to be served)

Workshop 2: Mastering PM Skills

Date: April 28, 2010

There are several roles that a project manager plays: leader, decision maker, problem solver and motivator and each requires specific honed skills such as negotiation, motivation, conflict resolution, organizational skills and time management.

Single Workshop:

\$ 75 members

\$ 85 non-members

Entire Workshop Series

\$ 270 members

\$ 305 non-members

Workshop 3: Organizing Projects for Success

Date: May 19, 2010

This workshop addresses the front-end project management efforts to define and then plan a project. This would include understanding who are the project stakeholders and what are their specific concerns.

Location:

Pioneer Natural Resources

5205 N. O Connor Blvd.

Suite 200

Irving, TX. 75039

Workshop 4: Managing Project Risk

Date: June 16, 2010

Every project creates something new which means there is a degree of uncertainty inherent to the project. By identifying and assessing risks, the team can improve the likelihood of meeting project deadlines and budget expectations.

Take advantage of this special opportunity to expand your knowledge about project management and enhance your leadership skills by attending this program! This program qualifies for PDU credits from the PMI. The chapter has applied for approval of ICRM credits for CRM's.

Workshop Instructor:

Nikki Choyce, PMP

Nikki Choyce, PMP, is the President of Infotech Management, Inc. a Fort Worth based company providing project management services including consulting, training, coaching and assessments. She received her PMP certification from the Project Management Institute (PMI), and currently holds the position of VP Programs in the local Fort Worth PMI chapter. Nikki has over fifteen years of project management experience. In addition to client based training, her company provides project management training at two local universities and for multiple nationwide universities through an online partnership. She is a life long learner and loves sharing that knowledge with others. She has worked here in the US and in Switzerland.



You can register online at www.armadallas.org or by using the form on the next page. Please register early as seating availability is limited to 35 attendees! Instructions for getting to the workshop location & parking are on Page 3 of this flyer!

REGISTRATION FORM THE DALLAS CHAPTER OF ARMA PM WORKSHOP SERIES

Yes! I would like to attend ARMA Dallas' "Project Management Workshop Series"!

My name is: _____ Title: _____ Email: _____

ARMA Member: Y__ N __; Employer: _____

Address: _____ City: _____ Phone: _____

I also like to register the following associates for the Workshop:

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Program Options: Each Workshop: \$ 75.00 (members) \$ 85.00 (non-members)
Entire Series: \$ 270.00 (members) \$ 305.00 (non-members)

Please enter the number of attendees you are registering for the following workshops:

Workshop 1 on 03/17/10 ____ Workshop 2 on 04/28/10 ____ Workshop 3 on 05/19/10 ____

Workshop 4 on 06/16/10 ____ **Entire Workshop Series:** ____

of Member Attendees: ____ X Program Cost \$ ____ = Total Amount \$ ____

of Non-Member Attendees: ____ X Program Cost \$ ____ = Total Amount \$ ____

Payment Options: Check: ____ Credit Card: MC ____ Visa ____ CC# _____

CC Exp Date: _____ Pay at the Door: ____

I hereby authorize you to register & bill me as indicated: _____

Please sign here

Ways to Register:

Online: www.armadallas.org

Or you can send the registration form:

By Fax to: 214-483-6415 (Attn: Tom Forsyth)

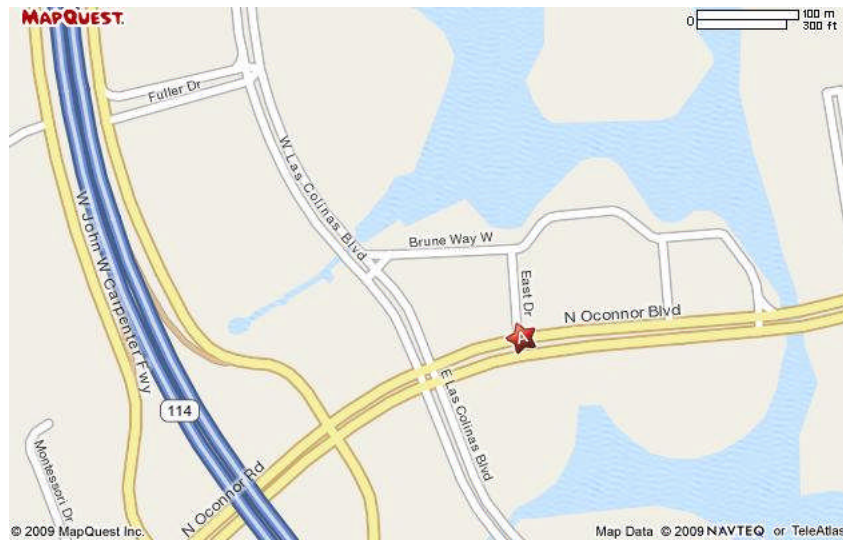
By email to: tforsyth@datbankimx.com

or: etravers@verizon.net

By mail to: Elaine Travers, CRM
Dallas Chapter of ARMA
c/o Geoscience Data Management
2600 K Ave., Suite 256
Plano, TX 75074

Please make checks payable to the Dallas Chapter of ARMA!

MAP TO PNR IN LAS COLINAS



INSTRUCTIONS ONCE YOU GET THERE!

Workshop attendees should park in the visitor's side of the parking garage in our tower (it is the first parking garage if you are coming from 114 and O'Connor). Make sure to remember the garage level where your car is parked! Go to the garage elevators. Take the elevator to the Sky Bridge Level of the parking garage. Walk across the Sky Bridge and once you get through the double doors in the building go into the first door on your right which is the Reception Area for PNR (Suite 200). PNR employees will greet arriving attendees and escort them to the training room.

Note: You will be responsible for your parking fee of \$10 to park in the garage.

The Dallas Chapter of ARMA would like to thank the following organizations for their support of this workshop:

Pioneer Natural Resources