

You Will Learn To:

- **Provide input to the project schedule.**
- **Articulate potential conflicts between your assigned project tasks and other responsibilities.**
- **Estimate your work.**
- **Assess and communicate the progress of your work.**
- **Escalate action items and respond to change requests.**
- **Solve problems, collaborate, and communicate effectively with your fellow team members.**

Project Management for Team Members

This 3 1/2-hour online class is designed for the project team member who wants to be more effective at understanding their responsibilities as a project team member.

Why Should I Take this Course?

As a project team member, you have an important role in helping to drive the project to success, contributing to the organizations' desired outcomes and goals. You will need to deliver your assigned tasks by the specified dates, share progress information, and collaborate with other team members. You will need to participate in project planning activities, help manage project scope, and identify and escalate action items.

In this course, you will learn the project management skills to be a proactive team member. You will learn how to understand the desired outcome of the project, push information to the project manager in a timely manner, and prioritize your work appropriately. You will learn to understand the nuances of the project plans and be a more effective problem-solver. This will help you to contribute to the project's success and be a valued contributor.

How is the Course Completed?

This online course presents content through readings, videos, and podcasts, and reinforces the learnings through activities, knowledge checks, and online discussions with other participants. Our instructors, who are expert project managers and teachers, facilitate the discussions, respond to participants' questions, and share their real-world experiences throughout the course.

The course can be completed by an individual at their own pace, by each team member as part of a project kick-off phase, or in a cohort as part of a general employee onboarding or development program.

How to Register

To offer the course for your organization, contact us at 630-372-0222 or info@ireetec.com.