

May 2015

On-line & Classroom Courses

www.excelinbusinessmanagement.com

Training Calendar

&

General Information



This training calendar / course catalog provides an overview of what courses may be available in the current months. We provide much more detail about these courses on our training website that can be reached through:

www.excelinbusinessmanagement.com

Registration (or information) Form:

To enter our training catalog site you will pass into the site via this form. It remains accessible as you browse the course information accessed via: →

By using this intermediate page we can simplify the process as you can go back-and-forth between this form page and the course catalog web pages: simply click on the browser window for the form or catalog to switch back and forth.

If you are interested in pursuing a course enter your contact information as shown at right: →

The form can be used to request information on the different programs, using drop-down menu entries so you do not have to memorize course codes as you go back and forth between web pages. Simply click on a radio button to select if you want information or if you want to proceed with the registration. Also select your training delivery preference (described as “course information” in the catalog). Please note the following:

1. The “on-line” option is provide via Excel™ with a VBA macro: this allows you to access course information on your laptop if you take transit.
2. The “distance” option is meant for students in a situation where they have no access to a PC. A materials fee may apply to cover printing costs.
3. Corporate training can only be provided by the training coordinator at your place of work.
4. Classroom training is dependent on having 8 or more confirmed students. Other training can be started at any time.

Registration is for one course at a time. Billing will be via “Pay Pal” to make sure it is totally secure and we will forward the course materials when we get notified that the Paypal-invoice is paid. Normally a ZIP file with the training information using the code in the filename is your opportunity to get started, and it provides you with the backup you need. For each course there is a computer-administered test, which results in a confirmation message. Email the message to us in order to receive your certificate of completion based on the results you obtained.

The pages following indicate if the course is available “On-line” (using an Excel™-driven training tool) only, or if “Class” sessions are available as well, indicated as “Class May-04-08 Ham” to show availability in the Hamilton area in the May 04 thru May 08 timeframe. We may add “-M”, “-A”, “-E” for the time of day.



To review our course details, please click this button.

[Enter Course Catalog](#)

Important Notice!

The intent of this page is to enable you to register for any course or to request information about one or more course(s), so please keep this form open while you are reviewing our course catalog. Thank you.

Contact Information

* Required fields

* First Name

* Last Name

* Email

Phone

Province/State

Instructions

Please select either the request course **Information** or course **Registration** button below:

Information: Click here to use this form to request information on specific courses and/or program(s) of study.

Registration: Click here to use this form to register for one specific course. You will then receive confirmation by a PayPal e-mail invoice from pm4hire.com.

Please select your training delivery option [Course Schedule](#)

Business Training Programs

Business Management Courses <input type="text" value="Please select a course"/>	Office Management Courses <input type="text" value="Please select a course"/>
Career Management Courses <input type="text" value="Please select a course"/>	Teaching and Mentoring Courses <input type="text" value="Please select a course"/>

Project Management Training

Foundations of Project Management Courses <input type="text" value="Please select a course"/>	Application of Project Management Courses <input type="text" value="Please select a course"/>
Business and Project Management Courses <input type="text" value="Please select a course"/>	Evolution of Project Management Courses <input type="text" value="Please select a course"/>

Best Practice Excel™ Software

Applications Included in Courses <input type="text" value="Please select a course"/>	Simulations Included in Courses <input type="text" value="Please select a course"/>
Developing Excel™ VBA Software <input type="text" value="Please select a course"/>	

Self-Employment Opportunities

Seminars and Workshops <input type="text" value="Please select a course"/>	Business Consulting Service Courses <input type="text" value="Please select a course"/>
Consumer Consulting Service Courses <input type="text" value="Please select a course"/>	

Training Delivery Options

Public Courses and Seminars <input type="text" value="Please select a course"/>	In-House Workshops and Seminars Courses <input type="text" value="Please select a course"/>
Mentoring and Coaching Courses <input type="text" value="Please select a course"/>	Self-Study Training Program Courses <input type="text" value="Please select a course"/>

Would you like to subscribe to our newsletter? Yes No

Comments:

Business Management Training

Business Management Courses

The courses in this section are all focused on the practical knowledge of business management that opens doors to many opportunities, such as project management and other positions at business levels focused on top-, middle-, and line management, as well as in functional support areas like finance and accounting. It develops an opportunity to choose your career path in a rather broad field or to specialize on a focused role in corporations rather than entrepreneurship. Our training helps you define what role you may want to specialize in, which may require a further licensing-specific education program, or to broaden your business perspective if you are already licensed in a specific area, such as being a PMP.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BTBM_EBS	Essential Business Skills	On-line
BTBM_BAC	Bookkeeping & Accounting	On-line
BTBM_ECF	Economics Fundamentals	On-line
BTBM_FIN	Finance	On-line
BTBM_HRM	Human Resources Management	On-line
BTBM_LAW	Business Law	On-line
BTBM_BWR	Business Writing	On-line
BTBM_MPL	Developing a Marketing Plan	On-line
BTBM_BPL	Developing a Business Plan	On-line

Office Management Courses

Office Management Skills are not just skills you need to supervise an office – it can be a critical success factor to how you will be perceived for future promotions as you learn to independently take on jobs of significant responsibility. We focus on the essential skills that have the most practical “immediate” results focus: once you have completed the program you can plan to do in-house training that prepares you for the unique ways in which different offices will operate and perform their own procedures and use their own standards. You will have the foundation to grasp what these needs are in order to make yourself a career with any company. Most people focus on these courses because they aim at (re-)entering the workforce – while it is logical to start at the bottom-rung of the ladder you must keep in mind that you cannot climb high on a short career-ladder, so the scope of what we cover does in fact assume that (given the opportunity) students will want to grow beyond an assistant-level position.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BTOM_BEP	Business English & Proofreading	On-line
BTOM_OTP	Office Technology & Practices	On-line
BTOM_MAT	MS-Office™ Applications Training	On-line
BTOM_DKS	Dictation & Keyboarding Skills	Coming Soon
BTOM_DMS	Data Management Skills	Coming Soon
BTOM_PMA	Project Management Assistant	Coming Soon
BTOM_CRM	Customer Relationship Management	Coming Soon
BTOM_MSS	Marketing & Selling Skills	Coming Soon

Career Management Courses

Career Management skills are critical to how are perceived in the job market and in the actual job itself. This is so important that we have structured a stand-alone program to offer these skills in the workplace and for people who feel stuck below a “glass ceiling” that seems impenetrable - until they discover a series of skills that help them open doors to future career growth. The goal of the program is to prepare students for future career growth opportunity by providing a solid understanding of what career management skills are about, starting with the learning process itself. The program subjects are explained in this site: although you can take individual courses to have the most flexibility in your learning program, we believe that everyone can benefit from taking these courses in the order listed

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BTCM_SPB	Study, Planning, & Budgeting Skills	On-line
BTCM_PJS	Professional Job Search Skills	On-line
BTCM_CES	Career & Employment Strategy	On-line
BTCM_PWB	Professional Workplace Behaviour	Coming Soon
BTCM_MWD	Managing Workplace Downsizing	Coming Soon

Teaching & Mentoring Courses

The courses in this section are all focused on developing the skills to help others acquire knowledge and abilities in specific subject areas. The ability to teach or coach or mentor individuals can add value to you as you work in a corporation – it does not have to be restricted to an academic setting where these skills become bread-and-butter qualifications for getting the job done. Not all teaching is academic, as work skills may be demonstrated and subsequently a coaching style may be used to help students learn by practicing those skills. Not all requirements are the same, nor are the expectations of educational establishment from universities to community colleges to private colleges and vocational schools, yet all have the common objective of helping people learn new things that will help them in their career. What we have assembled here are a number of skill sets that hone a different dimension of delivering any form of training, with the idea that either you will be delivering courses similar to those we offer, or you may become engaged in company-specific training, or customer training in company products, or many other kinds of settings where you need to understand not only the subject matter, but also the ways to deliver that subject matter so people will learn from you.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BTTM_TEA	Teaching Skills	On-line
BTTM_MEN	Mentoring Skills	On-line
BTTM_COA	Coaching Skills	On-line
BTTM_SWP	Seminar & Workshop Presenting Skills	On-line
BTTM_SWO	Seminar & Workshop Organizing Skills	On-line

Project Management Training

Foundations of Project Management

Our PMBoK™-based training sessions expect that the students will have their own book to work from – for copyright reasons it is not possible to cover the detailed material in notebooks, but we will provide supplemental information in notebooks that also refer back to the PMBoK™ release 5. Many of the knowledge areas overlap with the college-level business courses we offer, so our notes present a blend of PMBoK™ explanation and general academic information that supports what PMBoK™ asserts. We also offer a unique “Prometric Simulator” (written in Excel™) that randomizes the questions and times the exams just as the student will experience at Prometric (of course, it looks a bit different, but then we do not want to “steal” a proprietary design either. Needless to say, the drills you are provided through the test simulator will definitely top-up your adrenaline to take that exam with gusto.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
PMFP_PMP	PMP™ Exam Preparation	On-line
PMFP_PBK	PMP™ Exam & PMBoK™ In-depth Training	On-line
PMFP_PRO	PROMPT (Project Management Professional Training)	Coming Soon
PMFP_TST	PMP Exam Testing Simulation	On-line

Application of Project Management

Our seminars are designed to share knowledge and to build a cohesive team-based organization that will be highly adaptable to change. We offer this training commercially to individuals, but also as part of a corporate training program where there is an opportunity to build team cohesion as we explore the different aspects of project management. Some training is general in nature; other training is specific to a particular focus area. In order to cater to different project manager needs we offer many areas to choose from (and you are not limited to focusing on project management either). The programs we have available in our affiliate relationship with seminar providers include the following workshops and training programs: note that we indicate PDUs (Professional Development Units) that represent contact hours focused on a project management subject that you can also use to maintain your PMP credentials. You may be able to claim similar educational credits for other professional development depending on the nature of the course. Since our courses are not PMI specific we report the duration in contact hours.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
PMAP_BM1	Project Management Basics (overview)	On-line
PMAP_PMB	Project Management Basics	On-line
PMAP_BPM	Basic Project Management	On-line
PMAP_KIS	KISS (Keep It Simple Scheduling)	On-line
PMAP_SMA	SMART (Simply Messages, Actions & Results Tracking)	On-line

Business and Project Management

The courses in this section are all focused on the theoretical aspects of project management, and each has Excel™-VBA software that not only demonstrates the concepts, but that is fully functional to put these concepts into practice. The reason for implementing the software in Excel™-VBA is to ensure maximum portability, so there is no major investment required in other project management tools. We have used these tools in practical applications with a variety of projects, so there is no concern with the ability to work in different environments: for one, there is no need to install anything once you have a working MS-Office™ environment.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
PMBP_SCO	SCOPE Strategic Planning	On-line
PMBP_UPB	UPBEAT Program Management	On-line
PMBP_PRI	PRISM (Complex Project Management)	On-line
PMBP_PEA	PEARL (Diverse Project Management)	On-line
PMBP_SPR	SPRITE (Agile Project Management)	On-line
PMBP_TAS	TASKMASTER (Universal Project Management)	On-line
PMBP_CCP	CCPM (Client Centric Project Management)	On-line
PMBP_DRA	DRAPE (Business Continuity)	Coming Soon
PMBP_SCR	SCRUM (Agile Project Management)	Coming Soon

Evolution of Project Management

Project management is not limited to drawing up schedules and tracking progress: there are many other responsibilities that a project manager can assume as part of their work. The courses in this section are all focused on theoretical aspects of project management that are an application of the general Business Management Training courses featured on this website. As more companies adopt project management as an approach to manage unique endeavours formerly taken on as a side-activity in production departments there is an increasing need for project managers that have the business acumen to understand exactly what the stakeholders want from the initiative. You may want to take a look at the course material to see what we are referring to:

<u>Course</u>	<u>Description</u>	<u>Availability</u>
PMEP_SPA	SPARE (Procurement Process)	On-line
PMEP_REV	REVEAL (Requirements Elicitation)	On-line
PMEP_PRI	PRICE (Project Budgeting System)	On-line
PMEP_SPO	SPORT (Swim Lanes)	On-line
PMEP_GAT	GATES (Test Script Automation)	On-line
PMEP_TIL	TILT (Test Data Generator)	Coming Soon
PMEP_FME	FAME (Financial Analysis Modeling)	On-line
PMEP_SCI	SCIENCE (Excel Simulation Engine)	Coming Soon

Best Practice Excel™ Software

Applications included in courses

The courses in our business management program include Excel™-VBA software applications that may be useful to learn as a stand-alone subject in order to learn how to use this software in business. Each student is automatically eligible for a personal user license that does not expire, but that has to carry a copyright notice and a personal user key on each main worksheet to remain valid and operational. Any changes will automatically disable the software (although neither the worksheets nor the data will be affected by that). The details of how this works will be explained in class, but if you already know the subject matter and you are simply interested in the software “as is” then the following courses explain how things work:

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BPEA_BFA	Bookkeeping & Financial Accounting	On-line
BPEA_MPM	Marketing Plan Modeling	On-line
BPEA_BPM	Business Plan Modeling	On-line
BPEA_FPB	Financial Planning & Budgeting	On-line

Simulations included in courses

The courses in this section are all focused on using the tools we employ as part of our courses. These are embedded as part of the workbooks we make available, but you can repurpose these workbooks and create custom workbooks you design for products or services you develop independently. There are several prepared workbooks that you can work with, each pre-defined with the appropriate VBA macro code to perform standard operations. Beyond the basic course derived software we have VBA macro applications in project management, quality assurance, and other applications that are available as well. These courses are a short overview for how you can modify the basic workbook to incorporate the tools in custom analyses.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BPES_SIM	Excel™ Simulation Engine	On-line
BPES_PRO	Excel™ Projection Engine	On-line
BPES_DEM	Excel™ Demonstration Engine	On-line
BPES_DME	Excel™ Data Management Engine	On-line

Developing Excel™ VBA Software

Excel™ has to be the most used product in business today. Many people take Excel™ training courses, but the vast majority of people only have a rudimentary grasp of Excel™. The objective of this training program is to go beyond that rudimentary grasp to provide people with the skills they need to develop powerful applications in Excel™. The goal is not necessarily to turn the student into a programmer – the student needs to gain a lot of practice to get to that level – but into a “power user” who can implement Excel™-VBA solutions to streamline business operations.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
BPEV_VB1	Excel™ Cell Formulas - Introduction	On-line
BPEV_VB2	Excel™-Visual Basic – Worksheet Macros	On-line
BPEV_VB3	Excel™-Visual Basic - Programming	On-line
BPEV_VB4	Excel™-Visual Basic – Data Management	On-line

Self-Employment Opportunities

Seminars & Workshops

The “courses” in this section are all focused on the practical application of business knowledge to deliver seminars and workshops as a source of income in retirement or if you have trouble finding employment income opportunities. We have in-depth courses on how to provide consumer- and business services, but the opportunities in this section are all related to being a facilitator rather than a consultant. In that capacity your role is to attract potential students to sign up for training and derive a portion from the fees paid as a finder’s fee, or you may provide the training and owe a franchise fee based on revenues from students. The steps involved are actually quite simple, explained in detail in our affiliate program, and the up-front commitment is minimal. Our training programs are focused on business and project management, but also general education: if you like the format, but you are not sure about what types of courses to focus on, we can still help you to get your own training business off the ground.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
SEOS_AFF	Affiliate Program	On-line
SEOS_COA	Coach facilitated Training Options	On-line
SEOS_CES	Career & Employment Strategies	On-line
SEOS_CCS	Consumer Consulting Services	On-line
SEOS_BCS	Business Consulting Services	On-line

Business Consulting Services

The main purpose of education is to find ways to make an income: one way is self-employment, which is becoming more prevalent with companies downsizing and outsourcing work to contractors as needed. You can save yourself a lot of headache by preparing to go this route right away. Based on the training options offered on this site you can develop skills that are immediately marketable. However, word to the wise is that pure technical skills may be somewhat limiting in how easily you can sell your services, so consider learning about “Business Management Training – Business Management Courses” to build a more well-rounded background that makes you more marketable in the business world.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
SEBC_ECF	Developing Excel™ Workbooks with Cell Formulas	On-line
SEBC_VBA	Developing Excel™ VBA Software	On-line
SEBC_BAS	Bookkeeping & Accounting Services	On-line
SEBC_DMP	Developing Marketing Plans	On-line
SEBC_DBP	Developing Business Plans	On-line
SEBC_BFP	Developing Budgets & Financial Plans	On-line

Consumer Consulting Services

The seminars in this section are basic workshops that help attendees to grasp the opportunities they may have for providing valuable consumer consulting services based on courses they may have taken (or are planning to take). The purpose of these seminars is to help attendees to define those services that they are comfortable in providing, so that they can go out and market themselves as service providers. The skills that may be required for these consulting services are acquired by completing specific courses in our program: what the courses in this section add are individual business plans to help you establish an actual. Consumer Consulting Business opportunity. This can provide an ideal part-time retirement opportunity, to stay engaged, and to make money to top-up the retirement funds so you can afford to live longer.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
SECC_CCB	Career Coaching Business Program	On-line
SECC_FPB	Financial Planning & Budgeting Program	On-line
SECC_REP	Real Estate Purchase Planning Program	On-line
SECC_LCB	Life Coaching Business Program	On-line

Classroom Training

Arranging training in a classroom setting involves scheduling and making commitments to rent suitable space and facilities. Normally we will schedule a class if there are at least 8 confirmed registrations. Class sessions may be for morning, afternoon, evening, or full-day sessions. Please note that there are other options, such as working with a coach: that will help you master the subject matter without being tied to the classroom.

Based on experience in delivering classroom training with a regimented study program we felt that there are too many obstacles people have to overcome to fit that schedule. Our objective was to provide the flexibility students would prefer – that is not practical for traditional training providers and where students depend on Government loan programs to complete their study. We have seen the hardship, when a baby gets sick and mom has no option but to stay home at the risk of dropping out of school with a whopping loan debt millstone around her neck. Since the traditional training providers cannot change that, we opted to provide training in an alternative format that provides much more flexibility and opportunity for self-development:

- Courses can be taken on a “pay as you learn” basis, and studies can be arranged around a current job schedule if necessary (to “earn as you learn” as well). While it may take longer to complete training on a flexible schedule than when you opt for a regimented college program, the risk of failing due to circumstances beyond your control will be greatly reduced, and can be eliminated with strategies:
- You can study independently or establish a study group with others that share your daycare challenge or have similar work-life balance challenges that might otherwise discourage learning. It provides an option to discuss the subject at hand, and it may make sense to have a mentor/coach join the group to keep the pace and to answer questions that arise.
- You get a certificate of completion for each individual course – you can build a portfolio of what you have learned so that you can aim to steadily improve your future earnings potential. A diploma has no more power to help you get the job than completion certificates – the benefit to you is that our training includes Excel™ tools that you can take to your job in most business settings, immediately providing value to the employer.
- Payment for course registration is conveniently arranged through Paypal → this service is secure and generally accepted for e-Commerce, with interfaces to most banks available. If this poses a problem please contact us for other possible arrangements that protect the payment transaction.

Training Delivery Options

In-house Workshops & Seminars

Delivering the training programs outlined on our website can take different forms. Alternatives to this kind of training can be found in vocational college training, community college training, and even at the university level. There is not one best alternative to select from – much depends on the circumstances the student faces while they perceive the need for specific training. Ideally training is provided through the workplace – a mode we gladly support because it defined the commitment of the employer to help employees move forward in their career. While there are potential benefits from a college training program, in that colleges can offer diplomas or even degrees, we elected to take a less formal route because at a college level the student must make a major commitment to put everything on the line (either you get your diploma or you are out of luck). Instead, workplace based training provides an unmatched benefit to the employees who in turn remain loyal in order to be able to complete their training, so it is a great strategy for reducing turnover.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
TDIH_ETC	Establishing a Training Capability	On-line, Consulting
TDIH_EWO	Establishing Workshops	On-line, Consulting
TDIH_ESE	Establishing Seminars	On-line, Consulting
TDIH_ECT	Establishing Classroom Training	On-line, Consulting
TDIH_CTP	Corporate Training Program (Business Case)	On-line, Consulting

Mentoring & Coaching

The concepts behind mentoring and coaching are quite different from teaching courses, as these types of training are predicated on a longer-term relationship where we build on accumulating knowledge or skills. The focus of what we are looking at in this program is assisting people who are doing the work as they try to hone their skills in the selected subject matter. We do not merely entertain people in class, we can be actively involved (or make arrangements for someone) to help people succeed once they are employed in a role where their training is called upon to get work done. It is important to understand a mutually agreed upon mode of operation. Each of the following courses explores a specific opportunity for mentoring & coaching that is based on the training programs we offer, since people do not all learn as effectively in the same way. Where traditional training tends to be rigidly structured, the benefit of mentoring & coaching to supplement or on-line and classroom training programs is the ability to adapt to the needs of the learners and to provide the guidance and support that many students simply cannot get in the traditional learning environments. We have the following programs that you may want to consider:

<u>Course</u>	<u>Description</u>	<u>Availability</u>
TDMC_APM	Application of Project Management	On-line
TDMC_BPM	Business and Project Management	On-line
TDMC_EPM	Evolution of Project Management	On-line
TDMC_BMC	Business Management Courses	On-line
TDMC_OMC	Office Management Courses	On-line
TDMC_CMC	Career Management Courses	On-line
TDMC_BCS	Business Consulting Services	On-line
TDMC_CCS	Consumer Consulting Services	On-line

Public Courses & Seminars

The point of our website is to improve your access to training opportunities that can take the form of a traditional classroom setting (or a seminar room), a seminar or conference presentation, local affiliates that provide access to coached sessions, and explicitly working with a coach. The reason for flexibility is to overcome the rigidity of the traditional college format – while we still offer a traditional setting, there should be no reason why you could not opt for more flexibility. In addition to courses with a trainer in attendance we also have self-directed studies or distance studies as alternative options. That way, if the preferred option is no longer appropriate for you, there are other options you can switch to without any penalty whatever. Experience has shown a need for offering flexibility. As already noted, the challenge with public courses and seminars is that the timing has to be fixed, and that there has to be a minimum level of attendance to cover the cost of the training facility.

<u>Course</u>	<u>Description</u>	<u>Availability</u>
TDPC_CLA	Classroom Training	On-line information (free)
TDPS_SEM	Seminars & Conference Centers	On-line information (free)
TDPS_AFF	Affiliate Training Options	On-line information (free)
TDPS_COA	Coach facilitated Training Options	On-line information (free)

Self-study Training Programs

Depending on needs and interest, and limitations for people to be able to attend training classes, there are fallback options that are based on self-study with or without the help of a coach. Self-study training is not an easy alternative to going back to school, but it is an important option for individuals that are not in the position to make use of our classroom programs. What the courses in this section are about is the exploration of different study approaches to make sure the student is capable and motivated to go through this alternative mode of study. To help you to determine if this mode of study suits you, we created a trial that doubles as a refresher course in mathematics, so you can see if this works for you

<u>Course</u>	<u>Description</u>	<u>Availability</u>
TDST_OSP	On-line Self-study Program	On-line trial course (free)
TDST_DEP	Distance Education Program	On-line trial course (free)
TDST_CDP	Corporate Development Program	On-line information (free)
TDST_CDL	Coaching Distance Learners	On-line information (free)

If you have any questions, please contact me with an E-mail to:

frits@pm4hire.com

I will try to get the information for you as soon as possible. I encourage you to explore our website, and to think about what career path you would be interested in. While I cannot help you to get a job, I can definitely help you to prepare yourself so you will be qualified to pursue the career you want.

Frits Bos, BA, PMP

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We Practice What We Teach

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Background

Excel in Business Management represents many different concepts, the most important of which is our focus on making training available to people that may not have found opportunities to prepare for a career in a chosen field. We believe in making training affordable – while it is reasonable to charge for a course many training providers are charging too much and government is all too eager to lend the money so people can get into debt without any assurances that the training they sign up for is what they need to succeed in life. Focusing on what it takes to succeed no matter how individuals prepare themselves makes more sense than to create programs that are top-heavy on courses that people may not be interested in:

- We have a proud history as project managers and we strive to excel in every aspect of project management with a clear focus on results. We also understand the need to excel in a broader based view of management that more and more relies on project structures to deliver results. Managing a project involves much more than the ability to construct a nice looking project plan: it requires business acumen to ensure a firm grasp of the context of projects as enabling initiatives to improve an organization. This is when we first started building a program to supplement project management knowledge with a firm grasp of business concepts that in turn would lead to more successful projects in any type of setting.
- We focus on business management because projects cannot operate in isolation of the business entity for which the projects are chartered. To make the business training more meaningful we have a focus on entrepreneurship, but we also cover lighter fare for people more interesting in an assistant level career in business or in project management. Given this need for business management training we were able to hone that training in a career college setting, which provided a great opportunity to work with people that needed a fresh opportunity to develop prerequisite skills to succeed in the workplace. Many of the lessons learned in that environment have helped us to enhance the training materials provided in our courses.
- We provide notebooks that help the students focus on the core knowledge required to master a given subject. Notebooks do not replace textbooks – however, experience showed that the cost of books added to the challenges faced by students and most textbooks are far broader than what the students need for a good understanding of the subject matter. Most textbooks are not aligned with current technology, so in order to introduce students to PC tools they need to be successful in the workplace we needed to have a reference they could use to see the material in a practical sense using tools that they are familiar with.
- We use MS-Excel™ workbooks with VBA software to demonstrate and illustrate many concepts and facilities in project management, in particular the full integration of financial management with project management. Since most people have access to a computer with MS-Office there is more availability of Excel™ than MS-Project™ at least in the context of teaching theory. All our software is offered freely to the students so they have something that works when they enter the workplace, and so that they can be instantly productive contributors to the bottom line. That, of course, is a much more compelling argument than any diploma they might hang in their cubicle.
- We developed training programs originally as part of our consulting practice, and now we aim to make these training programs available through different affiliated providers that share our mission to bring business and project management training to people looking for a career. We also were involved in developing business training programs at a Career College level. Most of that experience is reflected in the business courses that are detailed on this site. Our training site is available to our affiliates who may supplement the training delivery in a specific geographic area. If you want to learn more about this option please explore our website, or contact me for information about becoming an affiliate training provider.

Mission Statement

We made it our mission to

- share over 30 years of project management experience through mentoring, help educate people embarking on a second career (such as after a major downsizing), and offer training to young people that are eager to enter the workforce but did not get the right schooling to find a career opportunity. This experience has been incredibly rewarding, but it is limiting to work within a traditional education paradigm that does not reflect the reality of relevant knowledge needed in the workplace. With experience in that traditional education and learning first-hand what students need we developed relevant courses to accommodate different areas of needs.
- design our training to bridge the understanding between project managers and business managers, if only because we are all committed to good management. A critical success factor is to understand the important role of project management in implementing change that keeps companies vibrant and to master the skills required to control the change process as companies transform. Part of that transformation is to advance the opportunities for workers affected by change to adapt to the new workplace or to find new opportunities elsewhere.
- reach out to people starting out in their career (or 2nd career) with an interest in (project-) management to teach the many skills that make up management savvy. In stark contrast to casting people aside as technology changes we believe in empowering people with experience in how a company functions to give them the ability to use current tools that are essential to meet the current demands of the company. Project management is often learned by mentoring because fundamental training is lacking, so our goal is to fill that training void.
- help people focus on possibilities with courses to hone learning skills, career skills, and job hunting skills among the major focus areas: soft-skills to enhance team work, improve self-awareness, and even to master turn-key business opportunities that also benefit people in transition or in retirement (several turn-key business opportunities are tied to training programs to offer students an opportunity to put their training into practice in business for themselves).

Flexible Training Provider Model

Our goal is to facilitate opportunities for training by empowering like-minded people to engage in

- delivering career training, based on the tools we have developed, in local communities where few other options for business career training are available;
- delivering training courses at competitive rates that make more learning opportunities available to anyone who wants to be educated in business- and/or technical subjects;
- enabling aspiring training providers with easy to deliver programs and tools to support a provider;
- enabling independent learning and distance learning with internet access and coaches to facilitate the learning process as required;
- Structuring programs so that students can select courses “smorgasbord” style to pursue knowledge “just in time” to help them obtain a job or advance in their career.

Our training programs do not require up-front commitment to a program of study, so students can progress at their own pace, and invest in one course at a time, instead of committing to a full program up-front. Our goal is to accommodate the personal needs of students with family care obligations that can at times get in the way of completing study assignments. Our objective is to help students master the subject matter over time while we minimize the risk of drop-outs.

Project Management Introductory Training

Most traditional educational institutions have not grasped the difference between teaching a tool used in project management, and teaching project management irrespective of a tool. The fact that Microsoft calls people capable of using MS-Project project managers does not help that problem go away. The problem is that these students don't learn anything about what it takes to manage a project end-to-end. Through active involvement in PMI-SOC mentoring we created a series of training programs that introduced the "management" side of project management, as opposed to the "mechanical" side of using specific tools. As part of our website launch we have formalized a series of training courses that truly change how people master project management fundamentals, so that they can apply any project management tool, and so that they build experience consistent with PMBoK™ for a future certification as a PMP if that is what they desire.

- We have blended project management with business management in the knowledge that many organizations turn to a project-based model for many new initiatives, without necessarily using a professional project manager to manage those initiatives. Increasingly line-managers as well as entrepreneurs turn to project management skills to launch new business initiatives. Our model is very well suited for a blend of entrepreneurial business management and project management, as explained in other parts of this web page.
- Our PMBoK™ training and our PMP Exam Preparation training are specific programs intended for individuals that want to become PMP certified. The PMBoK™ Training program is in-depth, with practical information about how the theory relates to actual project situations. The PMP Exam Preparation training is a stand-alone course that includes simulated exams as a drill to help those candidates become familiar with the nature of the exam to increase their ability to pass.

Project Management On-going Advanced Training (maintaining PDUs)

Maintaining good standing by collecting PDUs on introductory courses and seminars wears thin after a long career in project management. There are many challenges for which solutions were implemented that are worth sharing with others in the profession. There are many ways to get educated in advanced project management subjects, but considering the challenge of earning a required number of PDUs to remain in good standing the typical options turn into high-cost and out-of-the-way seminars. We had the privilege of discussing these needs with mentors during PMI-SOC mentoring sessions, which evolved into a series of training programs that can be made available in classroom or seminar format with a much lower investment in time and money. We have many of these courses on the website complete with an overview of what is covered:

- We offer basic concepts training to "reluctant project managers" who find themselves with a title but without the background of running formal projects. There are not many opportunities for intro-level training in project management, so we decided to fill that niche on our website.
- We offer traditional "how to" course material in managing small projects, large projects, programs, products, strategic planning, procurement planning and RFP, business cases, business continuity planning and disaster recovery, and quality assurance. This material reflects knowledge accumulated over 30+ years in project management.
- We offer in-depth academic project management training material to review the formal definitions of project management.
- We offer business training related to project management, with the objective that the principles of different approaches are appreciated for what they can contribute, rather than how the different approaches compete for acceptance. This business training program is also offered outside a context of project management for entrepreneurs and business managers.

Business Training for Administrators and Managers

This is a blend between teaching business courses at a college and applying business knowledge in the course of managing a business or running projects. Business courses prepare individuals for any manager or supervisor role in a business environment (albeit after climbing the career ladder while gaining a lot of practical experience in a company), or in an entrepreneurial venture (we include practical training on developing marketing plans and business cases for unique ventures). We emphasize a solid academic treatment of knowledge students are expected to gain, but we also deliver the practical skills required to take on an administrative support role.

- For budding entrepreneurs this is an ideal focus for preparing to start, and then manage, a new business opportunity. The scope of this training is in-depth, but still a blend between the theory, as taught in traditional colleges, and the practical application that people need to master in order to open a new business. We use many Excel™-based tools to help individuals complete the inevitable number crunching that is required.
- For those more interested in administrative support work we also cover many practical subjects in a context of office supervision, including advanced training in using Excel™ and other MS-Office software products.

For many project managers this provides the missing link between a technical role and understanding a business role implied by “manager” in their title. Interaction with stakeholders is much better if it can be conducted in a business-line manner, with dollars attached to decisions. What makes it different from traditional business colleges is that project managers (and others, of course) can pick and choose the courses they feel will help them improve their stakeholder interaction. Look on our website for detailed information on what each course is intended to deliver.

Self-employment Training for people facing a 2nd career

Freedom 55 was never explained as becoming a surplus employee looking for work – while laws exist that make the practice illegal, it seems to be a common practice for hiring managers to shy away from older workers. To tackle this challenge head-on, we added a number of programs to accommodate 2nd-career opportunities and to prepare those individuals to establish a business of their own using a blend of specific opportunity training and more general business training at a college level. Unique features of this training include having a turn-key setup for the trainees to put everything into practice complete with the software tools to succeed. Training is low-cost, and on-going business is operated as a low-cost franchise (no-cost if the individual fails to launch their business) in return for on-going support and software upgrades as required.

- This is a relatively new initiative that has potential for growth by minimizing the risk of training for a career that never materializes. There are many unique applications that can be delivered either to businesses or to consumers, in many cases part-time and an ideal retirement opportunity.
- If traditional training prepares individuals for jobs that may or may not be in demand at the time of graduation, our trainees can start to work as soon as they have mastered the skills and learned how to market their services. You will find more detailed information on our website.
- The key difference with traditional business courses is that this training is more interactive and consultative, very focused on making sure the business service is understood so that individuals can hit the ground running. The only measure of success is billable hours and we stand behind help students succeed their business ventures by providing the right training.

Affiliation to deliver and/or facilitate training courses

For organizations and individuals with a desire and commitment to deliver training courses we offer a great opportunity for affiliation with a link to this website, as a franchised business opportunity that enables you to bring these training courses to your community. This is a solid program of teaching materials, to further our objective of contributing to the community;

- our motivation behind taking a teaching job at a private college in Hamilton, On., was largely giving back to the community and enjoying the reward was seeing students succeed in business or embark on a corporate career. If you want more information on how to get involved bringing these opportunities to your community, review the training delivery sections on this website for detailed instructions on what it takes to create your training business and how you can become part of this grass-roots movement.
- our operating model is outside the traditional college framework in order to facilitate life: it can be a challenge for people to fit their life obligations within the set classroom hours colleges set for practical reasons. While we do provide opportunities to meet in a class setting, courses can also be completed independently without penalty to the student who may hold a job with shift schedules, or has child-care responsibilities.
- our model does not allow issuing diplomas like a traditional college: instead we provide the students with completion certificates for all the training courses they take, which can be taken in any order, so that in the end they can advance in their current job while they gain knowledge to prepare for more advanced career opportunities or self-employment.
- our model is ideal for corporate training: employers can subscribe to, and deliver, courses as required to upgrade their workforce in a controlled and supportive manner. We can provide customized completion certificates backed by the employer to add credibility for those skills in the corporate setting, as well as to formalize those credentials as workplace learning that will have currency for future career growth anywhere.

The cost of each training course depends on the delivery format and the number of “contact hours” (for equivalent classroom training). Our objective is to make training affordable, so our target rate is lower than usual, but we need a minimum number of students at that rate to make a classroom course delivery feasible. However, students get all the materials needed for self-study if there are no scheduled classes at a convenient time. More details are provided on this site, and there may be variations in the number of students required to schedule classroom courses depending on the affiliated training providers that operate in different regions: facilities are priced differently in those regions, so some differences in what is charged will appear on the site depending on who the service provider is, and whether a course is delivered during working days, evenings, or on weekends.