

# FRITS J. BOS, PMP

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A career represents a life-long commitment to on-going education. Much of that education will consist of seminars and teaching specific skills: education offers great employee benefits. These seminars and skills programs can be adapted to make them unique to your organization,

## Seminars & Teaching Contracts

*As part of my consulting business I offer seminars and I teach brief courses to introduce key subjects that are of interest to your employees. Seminar sessions will be 2 – 4 hours long, teaching sessions last 1 – 3 days (depending on the depth you require). I offer on-line education (using a self-directed model) as well.*



## I offer in-house training programs for your organization.

With over 30 years of project management experience in managing projects, I have presented a many seminars and in-house training programs. I have facilitated the PMI-Toronto Professional Mentoring Program for 10 years, and I have classroom teaching experience. I also have courses for independent learning available on-line, and I can provide a 1-day **overview course** for most of these modules (that you can also sponsor as part of your employee education program) that also explains how the independent study mode works.

Not everyone is comfortable with self-directed study, so options are available to accommodate each course as an in-house delivered training program. To deliver the equivalent of a college course in a few days I use a blend of self-directed training and live seminar sessions to teach the subject and to administer quizzes that confirm the students' understanding of the materials. We can usually manage 2 modules/day (morning session, and afternoon session) and complete the full scope of the course. Students need access to a computer and their individual study package that ensures they get proper credit for a successful course completion. Students that require a bit more time can complete their training as a review after the live sessions are completed.

### **Low cost introductory offer**

For this **introductory offer** we charge \$850.00 per day (for out-of-town venues add \$400.00 for travel time, plus reimbursement of transportation and lodging expenses at cost). The client will provide the venue, with computers for students, and an LCD projector for presenting. Course materials customization will be charged separately at \$850.00 per day for a one-time adaptation, while if the client wants ownership of their customized materials we charge an extra \$5,000 fee.

Respectfully,

Frits J. Bos, PMP

## Education and Training

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For more information please check our website:

- [www.excelinbusinessmanagement.com](http://www.excelinbusinessmanagement.com)

### Career training:

- Professional Job Search Skills
- Career & Employment Strategy
- Professional Workplace Behavior
- Managing Workplace Downsizing
- Study, Planning & Budgeting Skills

### Business Studies:

- Essential Business Skills
- Bookkeeping & Accounting
- Finance
- Economics Fundamentals
- Business Law
- Human Resources Management
- Business writing
- Marketing Plan
- Business Plan

### Office Management:

- Business English & Proofreading
- Dictation & Keyboarding
- Data Management Skills
- Customer Relationship Management
- MS-Office Applications
- Marketing & Selling Skills
- Office Technology and Practices
- Project Management Assistant

### Training Management:

- Teaching
- Coaching
- Mentoring
- Seminar & Workshop Organizing & Presenting

### Project Management:

- Project Management Basics
- Basic Project Management
- Keep It Simple Scheduling
- SMART Message & Activity Tracking
- PEARL Project Evaluation & Reporting
- PRISM Project Reporting Milestones
- SCOPE Strategic Planning
- TaskMaster Project Management
- TaskMaster CCPM Client-Centric PM
- TaskMaster DRAPE Disaster Recovery
- UPBEAT Product-based Planning
- SPRITE Smart Projects Rapid Implementation Technique
- SCRUM Methodology
- FAME Financial Analysis Modeling
- PRICE Implement Cost Estimates
- REVEAL Requirements Elicitation
- SPARE Strategic Procurement
- SCIENCE Excel Simulation Engine
- SPORT Swimlanes Process OR Techniques
- GATES Generate Automated Tests
- TILT Timed Input & Logic Testing
- PROMPT Project Management Professional Training
- PMP Exam & PMBoK Training
- PMP Exam Training Bootcamp
- PMP Exam Testing Simulation
- Project Management Methodology & Project Management Software (Excel - VBA)

### Seminars:

- Concepts and applications of project management for stakeholders.
- Concepts and usage of ad-hoc project management for business projects.
- Project Management Methodology & applicable Software (Excel - VBA)
- Overcoming "Five Dysfunctions of a Team" (New York Times Bestseller book)
- Managing PCI Compliance, with optional workshops to implement change.
- Concepts and strategies for manual testing and test automation (2 days).
- Managing and adapting to change
- Career planning & development
- Mentoring and coaching program seminars (4 sessions at 3-week intervals)
- Seminars & workshops organizing and presenting overview (full day)
- Does your QA deliver stellar results?