2018 Presentation Catalog

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Our Philosophy

At Project and Process Professionals (PPProfs), we use a common sense approach to help professionals increase the knowledge and skills vital for success. Our presentations are simple, yet powerful. They can be tailored to your needs.

PPProfs offers content that focuses not just on the necessary skills to effectively deliver projects, products and services but also on the critical soft skills so often overlooked.

At PPProfs, we have created a delivery that is engaging, clear, and concise. What you will learn will let you walk away, in just an hour, with new techniques, knowledge, and skills that can be implemented immediately.

The following abstracts are for presentations that can be delivered during a one-hour business or professional meeting, a lunch and learn, or via a webinar.

Art of Project Management

Most organizations focus on technical training courses for project managers – the "Science". Those things like methodology, processes and how to use tools like Microsoft Project. In fact, over the years so much emphasis has been on the tools, that many folks think a project plan is a task list built in Microsoft Project or a similar tool.

While methodologies and tools are important, successful project managers will tell you and recent research has shown that the "soft skills" are the ones that separate the best from the rest! In fact, the research has shown that 70% of project management success can be attributed to the soft skills while only 30% relates to the science or hard skills.

Not only are soft skills critical for managing projects, they are absolutely necessary for any good manager or leader to master. This presentation will cover some of the more critical "soft skills" for project managers - leadership, communication, team building, motivation and conflict management.

Put these practices to work and those around you will notice!

Building Better Relationships

Have you ever wondered, "What's the single most important component of success"? Look at those folks "in the news" – What do they have going for them that others don't? Why do some people have the trust and respect of others? The answer is found in one of the primary soft skills of a good project manager and the title of this presentation.

In this session, we'll discuss the value of healthy professional relationships, how to build them quickly and efficiently, and when and how to leverage them. Barriers to developing these relationships will be explored. Applying this skill to project teams (including those all-important stakeholders and sponsors!) is a skill you'll want to learn and understand to improve your success. And, it's so simple you can try it today!

Conversations and Relationship Building

In the business world, it takes good relationships to succeed. In today's virtual world, many times the only way we have to build good relationships is through conversations. Knowing how to structure the necessary conversations of life can be a huge advantage.

This presentation will discuss how to set goals for conversations. It will outline the different types of conversations and provide several tools for successful conversations, including the difficult ones. Finally, we'll explore how to take this information and use it to build strong, lasting relationships that will enhance your success!

Establishing a Baseline – Process Modeling

In order to get started on any process improvement, you first need to understand your current process. Communicating processes is an art that can be done in a variety of ways to ensure your audience understands. The process model is the primary method for communicating processes. This presentation will provide insight into the goals of process models. You will learn the different types of process models and how to choose the type that best fits your situation and organization. Finally, we'll discuss the process of creating a process model for your processes.

If you have a need to work with processes, and who doesn't use processes in their daily work, then this presentation will provide you the basis for being better able to document and communicate processes for your organization.

Exposed… Secrets of the Best Project Managers

Have you noticed what makes the best project managers stand out from the rest? Why they can deliver projects faster and achieve higher customer satisfaction with strong support from all stakeholders? Have you considered why the PMBOK® Fourth Edition finally includes five pages on Interpersonal Skills? If you are interested in understanding the answers to these questions, you'll want to attend this session.

Today's businesses thrive and fall as a result of projects. It is how they achieve their strategies. Managers and aspiring leaders now recognize that today's indispensable skill is project management. A Price Waterhouse Coopers 21st century survey on project management maturity of 200 global companies found that over half of all projects fail and only 2.5% of corporations consistently meet their targets for scope, time and cost. Why? Project Managers. Want to know more?

This interactive session will explore the results of The Alpha Study reported by Andy Crowe in Alpha Project Managers (What the Top 2% Know That Everyone Else Does Not), 2006, and what you can learn from the Alphas to improve your performance. We will discuss the success factors of the Alphas and how to incorporate them into our everyday activities.

Help! How Can I Successfully Work With Four Generations at the Same Time?

In today's workforce, for a variety of reasons, we have four generations that span from Radio Babies to Millenials. Each of these unique generations has preferences on how to communicate, learn and participate in the workplace. Successful leaders are finding that they can no longer present information one way and fully engage everyone on their team. Leaders have to develop an understanding of how to approach their team members as individuals and how to get folks that grew up without technology in their lives to work well with the "digital natives" that have had technology at their fingertips since they were able to hold things.

This interactive session will explore the differences in the generations and provide suggestions on how to work effectively with diverse teams. By engaging your team members in a variety of ways that allow them to contribute their talents, learn from each other and jointly create successful outcomes, your success as a leader will make you stand out in any organization!

Project & Process Professionals, LLC

How to Knock 'em Dead in an Interview

Congratulations, your resume has opened the door and you have an interview scheduled! This is a tremendous accomplishment in and of itself in today's climate. There's lots of competition, so take a minute and pat yourself on the back. Then, prepare to "Knock 'em Dead in the Interview".

In this interactive session, we'll go through the steps to prepare you for the best interview ever. We'll discuss all the necessary information gathering and pre-work to build your confidence so you'll know you are the best candidate for the position. We'll step through a template to help guide your preparation and discuss common interview questions to give you a head start on your preparation. Finally, we'll discuss dos and don'ts for the day of the interview and the interview event itself. Join us to learn how you can differentiate yourself from the other candidates and win your next opportunity!

How to Interview for Hire Success

This interactive session will take you through the process of preparing for and conducting a successful interview. Knowing how to interview using a structure and proven method for selecting great employees is a must in today's workplace. You will learn how to rate skills of potential employees and ensure they meet your hiring criteria. You will learn the four steps to success in interviewing.

Integrating Multiple PMO's Effectively for Enhanced Results

Have you noticed that there are many, many different types of PMO's? Having multiple PMO's with different functions can be disastrous in an organization. This presentation will discuss the different types of PMO's, the functions they perform, and how to enhance the value of a PMO.

We'll explore how to deal with resistance that may be encountered when you decide to integrate PMO's or introduce change to the organization. Finally, we discuss how to report PMO results in 'execuspeak', so the senior management in your organization can recognize, appreciate and reward the excellent work of the PMO.

Set yourself up for success by learning how to enhance the results of your PMO.

It's Not WHAT You Say; It's HOW You Say It!

Do you know what separates the best communicators from the rest? Style…. Not your style, but many believe it is in knowing the preferred style of your audience and how to best tailor your message to communicate in their style. In other words, as the sender, you need to know your style, determine your receiver's style and be flexible enough to deliver your message in a way they will easily grasp – thus eliminating "noise". In this interactive workshop you'll learn your style, some ways to determine the style of others and thus improve the effectiveness of your communications – not only with your project team, but with everyone in your life!

Join us to learn new skills that you can take to work and use immediately! You and those around you will definitely notice the difference!

Introduction to Leadership

Leaders come in all sizes, shapes and types. Each leadership type has specific characteristics that are easy to identify. Do you know your leadership style and the strengths and opportunities within that style? How do you compare to leaders you admire?

This interactive session will take you through the exploration of your own leadership style, how to identify the styles of others and how to focus your leadership to demonstrate value and enhance your success.

Leading Geographically Disperse Teams

As the world grows smaller, or at least it seems so as technology advances, people are working together more than ever. And, most are not located in the same office, city or even state. They are located around the globe.

While this provides us a huge advantage in the variety of resources available for our teams, and the wonderful diversity and creativity that many viewpoints can bring, it poses many challenges for today's project manager or team leader. Learning how to work with disperse teams is no longer optional. Today, it is a core skill that you must have to succeed.

This presentation will cover some of the key challenges of working with geographically disperse teams: Communications, building relationships, cultural differences, motivation, and conflict management. We'll explore a tool that can set the foundation for success and learn skills that will help us triumph in the new virtual world.

Managing Risk Successfully

One of the primary jobs of a project manager is to manage risk. But, this is not an easy task! This presentation will begin by discussing the objectives of risk management. We will then go through the process, step-by-step to ensure your risk management skills are enhanced in just one short hour.

Finally, we'll look at typical risk categories, commonly missed risks, and several common risks and responses.

Invest an hour to find out how to be more successful at managing those pesky risks that can derail your project in a heartbeat!

Project Management Essentials

This presentation will focus on providing an overview of project management terms and process at a general, high level. It is targeted at those that participate in projects but many not be leading them, or those that have a desire to move into project management. It is meant to provide an overall understanding of why project management is important. We will discuss some of the common terms and definitions used in project management.

The project management process will be covered at a very high level along with some of the key roles and responsibilities present in a project. Finally, some of the primary responsibilities of the project managers will be covered including project planning, tracking progress, managing risk, managing scope changes, project communications, managing issues and closing the project.

Yes, it will be like drinking from a fire hose, but you will come away with an understanding and awareness of why project managers are so valuable in today's fast-paced world.

Secrets of High Performing Teams

Teams are truly the ultimate in volunteer organizations. You can't demand that members of a team cooperate, you can't force teamwork. The cooperation we see in high performing teams comes from personal choices that individuals make one at a time, and for reasons that are unique to that team member. High performance team members thrive in and prefer a team environment.

Great high performing teams work together harmoniously every day, they continually meet and surpass their goals and achieve at remarkably high levels. They are very open-minded, ready for change, nimble, candid, down-to-earth, know how to let ideas and opinions clash rather than people, and care that the right idea wins without regard for whose idea it is. Their competition doesn't stand a chance!

This overview of the six characteristics of high performing teams (Common Goals and Purpose, Effective Communications, Solid Relationships, Participative and Accepted Leadership, Clear Roles, and Effective Processes) and secrets on how to create the environment that drives team members to deliver above expectations will provide insight into how to get started on the path to developing a High Performing Team.

Six Keys to PMO Success

Considering starting a Program or Project Management Office (PMO)? Wondering how to get started? Do you have an existing PMO that is struggling? Need to sell the value proposition of your PMO?

If you answered "yes" to any of these questions, this presentation will be of interest. It will provide insight into the challenges of implementing a PMO. We'll discuss the many "flavors" of PMOs and get started on defining your PMO using individual and group exercises. And, finally, reveal the six keys to a successful implementation. Following this seminar you'll be armed with the knowledge to define, implement and measure the success of a Program/Project Management Office. Isn't that worth an hour of your time?

Six Sigma Basics and their Relevance to Project Management

What's all the buzz about Six Sigma? How does it relate to project management? If you've looked at the PMBOK lately or prepared for the PMP exam, you should have noticed that there are references to Sigma values, probability, Design of Experiments and defects among others. These terms are coming from the Six Sigma methodology. If you've read about Six Sigma, you'll hear terms like charter, controlling, executing, and closing. These terms are coming from the project management methodology.

This session will familiarize you with the terminology and principles of Six Sigma and provide insight into how they are applied to project management. We will also explore how project management is used in the Six Sigma methodology. Yes, there is a strong relationship and it is a positive one!

Six Sigma Basics and their Relevance to Supply Chain Management

What's all the buzz about Six Sigma? How does it relate to supply chain management? If you've looked at the Project Management Body of Knowledge (PMBOK) lately or prepared for the Project Management Professional (PMP) exam, you should have noticed that there are references to Sigma values, probability, Design of Experiments and defects among others. These terms are coming from the Six Sigma methodology. Supply Chain Management utilizes several project management techniques as well as quality measurements, defect management and a focus on customer satisfaction. If you've read about Six Sigma, you'll hear terms that relate to measurements, quality, customers, defects and process - all terms used in Supply Chain Management.

This session will familiarize you with the terminology and principles of Six Sigma and provide insight into how they are related to and can be utilized in Supply Chain Management. Yes, there is a strong relationship and it is a positive one – these methodologies have a lot in common!

Strategic Project Communications -
The Foundation for Project Success

It has been shown that project managers spend about 90% of their time communicating. Statistics also show that communication issues are related to 65% of project failures. Research points to communications as the single most important factor in project success. Therefore, isn't it in your best interest to learn as much as possible about project communications and creating a strategic communications plan?

This presentation will help you identify communication channels, communication tools, and how to recognize when communications have closed. You'll learn the characteristics of an effective Communication Plan and actions to take if your plan isn't working. We'll also discuss some guidelines for communications with a disperse team. Finally, we'll learn how to apply the GREAT model to building the foundation for project success.

So, have some breakfast with your colleagues and learn how you can improve your project communications plans and thus build a foundation for project success!

Successfully Managing Projects in a LEAN Environment

Do traditional project management practices apply in a LEAN Environment? Have project managers or projects in general struggled as you implemented a LEAN program? How can you use what you know about project management and incorporate the differences to make your LEAN implementation successful?

This interactive program will provide keys for successfully managing projects in a LEAN environment while keeping the business running smoothly. We will look at the differences between traditional project management and project management in a LEAN environment, pitfalls to avoid when creating a LEAN culture, and examples of great success in organizations in our area.

Sustaining Focus and Productivity in Changing Times

Do you find yourself constantly distracted? Are you and your team members waiting for the next announcement that will bring change to your life? Is it hard to keep your project team focused and producing the deliverables you need? In times of change, our world gets disrupted and it becomes very hard to focus and maintain productivity. Join us to learn how to sustain your personal focus and productivity and that of your team members. We will explore best practices for being prepared for any situation, how to engage team members and resources you can use to stay on the path to success.

The ABC's of the Project Management Office

Many organizations have determined that establishing a Project Management Office (PMO) provides them a competitive advantage. Before a successful PMO implementation, there are several areas that must be assessed and planned. Without a plan, success is virtually impossible, as we all know.

This presentation will provide insight into the areas that need to be assessed prior to embarking on the PMO project. We will discuss how to **A**ssess our current situation, identify objectives and determine how to get started. Then we'll identify how to **B**uild the foundational items necessary for success. Finally, we'll ensure that we **C**omply with all policies, procedures and regulations that may impact our success.

Come spend an hour to relearn your ABC's and set yourself up for success!

The Project Management Process and Why It's Important

Have you ever managed a project? Have you ever wondered what all the talk is about Project Management? This presentation will provide an overview of the project management process, common terms, tools and techniques and the value it provides to project teams as well as others.

The project management process can be applied to almost anything. Learn how it can help you in your daily life as well as improve your performance on the job. We'll explore what it takes to be a successful project manager and discuss what many perceive project management to be.

Twelve Essential Skills of a Leader

In this presentation, we will explore the differences between leading and managing. Data from *The Alpha Study* reported in the 2006 book *Alpha Project Managers (What the Top 2% Know That Everyone Else Does Not)* by Andy Crowe will be presented to support many of the 12 Essential Skills of a Leader. Participants will contribute to the definitions of the skills and provide examples on how they build particular skills, and then determine individually which of the skills they have mastered and which provide opportunities for improvement. In this interactive session, each participant will answer several questions and develop a plan of action to develop two or three of the skills they have identified as opportunities. The 12 Essential Skills include: People Skills, Assertive Communication, Negotiation, Confidence, Goal Setting, Dynamic Reading, Writing, Time Management and Organization, Computer, Decision Making, Self-Discipline, and Leadership.

Work/Life Balance – Managing your Time Successfully

Do you find yourself constantly playing catch-up? As a professional, do you feel you need to "do it all" in order to be a success? Do you put your own personal goals at the bottom of the priority list? As professionals, we sometimes overlook the resources we have available to us. We tend to let life's demands take control of our time and fall exhausted into bed each night wondering where the day went and why we can't pinpoint significant achievements. Join us to explore how to take control of your life and learn to do more with less. You'll finish this session with a plan to gain a better balance between work and life.

Meet the Presenter

Pam Nintrup is a certified project and process management professional and coach with over 25 years of corporate experience. Her experience encompasses all facets of implementing project management practices and process improvement in organizations as well as leading Program Management Offices from inception through full operation and provides the foundation for helping organizations and individuals achieve their goals.

Pam has delivered presentations and training on a variety of topics. Sample topics include: preparation for Project Management Professional exams; basic project management; tools and techniques; project management soft skills – communication, managing change, relationship/team building, conflict management, motivation and negotiation; process improvement; work and life balance, Six Sigma and ITIL.

She has held senior management positions for several large corporations including Procter and Gamble, American Financial Group, GRE Insurance and US Shoe. In addition to responsibility for all project management methodologies and practices, in these positions Pam was responsible for coaching and mentoring individuals with a wide range of experience levels and developing them to full potential.

Pam Nintrup is former President of the Southwest Ohio Chapter of the Project Management Institute™. Under her guidance and leadership, the chapter won a prestigious international award for Component of the Year. She is a former President of the Greater Cincinnati chapter of the Association for Talent Development.

In 2010. Pam won the prestigious "Small Business Hero" award from the Southwest Ohio Chapter of the Project Management Institute for her strong use of PMI knowledge areas and processes as President of Project and Process Professionals. This honor is awarded to small businesses in the tri-state area who apply PMI methodology and standards to deliver quality and great service to their customers.