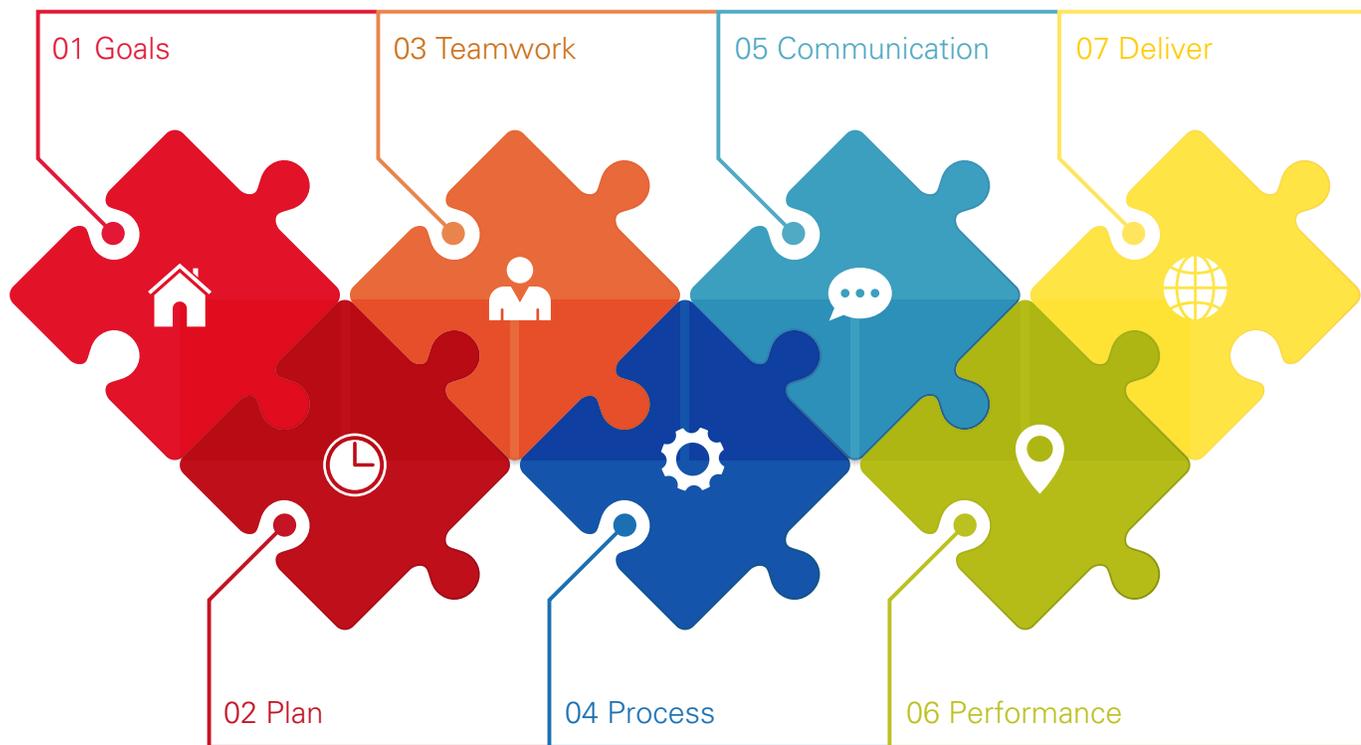# Project Management Certificate Series

Spring 2019

- **Project Management Certificate**
- **Master's Certificate in Project Management**
- **Project Leadership Certificate**

Register for individual classes or earn your certificate by completing a series of classes!

01 Goals

03 Teamwork

05 Communication

07 Deliver

02 Plan

04 Process

06 Performance

" *I will be implementing all I gathered from this course as soon as possible upon returning to work.* "

Dewayne Lossiah, Supervisor,
Eastern Band of Cherokee Indians, Cherokee, NC

TOP 50 BEST
VALUE
PROJECT MGMT CERTIFICATE PROGRAMS
2016

Register Today!

- Call **919.515.2261**
- Online **go.ncsu.edu/opencareerdoors**
- Fax **919.515.7614**

For more information call **919.515.2261**

PMI Project Management Institute ®

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The McKimmon
CONFERENCE & TRAINING CENTER

NC State University, Raleigh, NC

Project Management Certificate Series

NC State University's Project Management Certificate programs have been ranked #3 by Value Colleges in their 2016 rankings of the *Top 50 Best Value Project Management Certificate Programs!*

The Best Value ranking considers only regionally accredited universities and colleges and ranks them according to a formula using data gathered from *U.S. News & World Report Rankings*, *Payscale's 2015-16 College Salary Report*, and actual cost (per credit).

Project Management Certificate

The Project Management Certificate program will provide you with the essential skills you need to succeed at "hands-on" project management.

To earn your certificate, you must take five courses in this series—three required courses and two electives.

Master's Certificate and Project Leadership Certificate

Take your project management certification to the next level. Once you have completed the Project Management Certificate program, you are eligible to work on the Master's Certificate and/or the Project Leadership Certificate.

The Master's Certificate consists of one required course and two electives. The required course for the Master's Certificate is *Mastering Project Management*. If you took this course as an elective for your Project Management Certificate, then simply complete any three additional electives to earn your Master's Certificate in Project Management

The Project Leadership Certificate consists of two required courses and one elective. If you have taken the two required courses as electives in the standard and/or Master's Certificate program, then you need to simply take three electives to receive your Project Leadership Certificate.
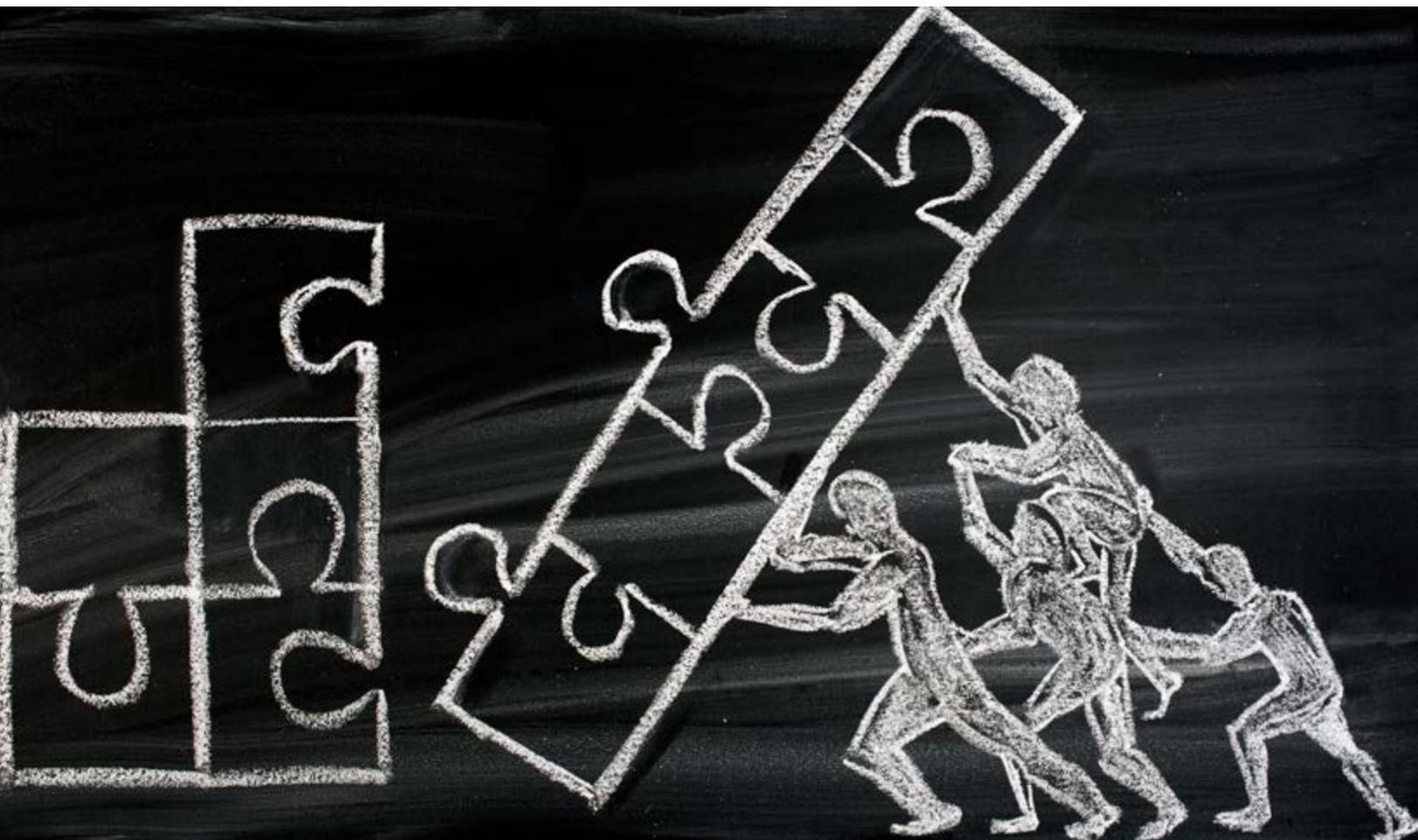
Course Name	Page	Project Management Certificate 3 Required, 2 Electives	Master's Certificate PM Certificate plus 1 Required*, 2 Electives	Project Leadership Certificate PM Certificate plus 2 Required, 1 Elective
Advanced Project Management	4	Elective	Elective	
How to Be a Highly Effective Project Manager	4	Elective	Elective	
How to Communicate, Influence, and Negotiate in Project Management	5	Required		
Leading Project Teams	5	Required		
Leading Through Emotional Intelligence	6	Elective	Elective	Elective
Mastering Project Management	6	Elective	Required	
Project Management: Tools I Principles I Practices	7	Required		
Managing Capital Projects	7	Elective	Elective	
Practical Leadership Skills	8	Elective	Elective	Required
Stimulating Creativity and Innovation: Techniques for Managers of Departments, Teams or Projects	8	Elective	Elective	
Whole-Brain® Management and Leadership	9	Elective	Elective	Required
Managing International Business, Projects, and Multinational Teams	9	Elective	Elective	Elective
Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Examination Prep Course	10	Elective	Elective	
Using NLP to Achieve High Performance at Work	10	Elective		Elective

* If you have already taken the required course as an elective for Project Management, then choose an additional elective in its place.

Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) are registered marks of the Project Management Institute, Inc.

Advanced Project Management
Take Your Project Management Skills to the Next Level

January 21 – March 1   Online

May 6 – 8   Classroom

Why You Should Attend

As project professionals progress through their careers, creative skills become more important in determining project strategies and problem solutions. Additionally, ethical issues become larger and more prevalent. Understanding and practicing principles of emotional intelligence helps separate master project managers from the others.

In this course, you will focus on developing and strengthening creative ability by recognizing cognitive blind

spots and introducing tools and techniques for innovation and creativity. The program presents an in-depth look at emotional intelligence and how to use it and improve it.

Attend and You Will Learn
- The roles of creativity and innovation
- The two common causes of project failure
- The four essential project questions
- Managing blind spots
- Managing impossible projects

How to Be a Highly Effective Project Manager
Achieve Your Business and Personal Goals Faster and with Less Effort

January 21 – March 1   Online

Why You Should Attend

Personal power is not given to you by your position in the organization—it is achieved by how you think, how you communicate, and how you behave.

In this high-impact program, you will learn principles and practices that will not only make you an effective project manager, but will also make you a more effective individual in whatever you do—whether on the job or in your personal life.

Attend and You Will Learn
- How to stay on track to achieve your goals in the face of change
- How to reduce burnout, while increasing performance and job satisfaction for team members
- How to develop a balanced approach to your life so that you tackle any task with calm assurance of a successful outcome
- How to be more effective in dealing with your boss, co-workers, and other stakeholders

For more information or to register:

How to Communicate, Influence, and Negotiate in Project Management

Develop the People Skills to Get Results without Direct Authority

January 21 – March 1 Online	February 11 – 13 Classroom
March 18 – April 28 Online	May 13 – June 21 Online

Why You Should Attend

This workshop will provide you with the critical companion skills in communication, influencing, and negotiating that complement the problem solving, goal setting, scheduling, tracking, and other technical skills needed by project managers for the administrative aspects of the job.

" *Very applicable and valuable in my everyday work environment.* "

Mike Naklicki,
Senior Construction Project Manager,
City of Wilmington, Wilmington, NC

Attend and You Will Learn

- Techniques to communicate effectively with anyone who might affect the success of your project
- Proven methods to influence the attitudes and performance of team members and stakeholders
- Negotiation skills to help you meet your project objectives
- How to understand and work with communication styles of others
- How to use active listening effectively
- How to read nonverbal communication

Leading Project Teams

Become More Effective in Dealing with the "People" Side of Projects

January 21 – March 1 Online	February 25 – 27 Classroom*
March 18 – April 28 Online	May 13 – June 21 Online

Why You Should Attend

Through this seminar you will learn to manage and lead, to influence and motivate, and to work with team members to get the best possible performance from each individual. The job of the project manager is to integrate people with different knowledge and skills into a functional team, so that each can make a specific contribution. You must hone your interpersonal skills so that you can exercise influence, rather than power, to get things done and turn a project group into a winning project team.

You will return to work better equipped to bring out the best in those individuals on your team.

Attend and You Will Learn

- How to clarify roles of team members so everyone knows exactly what they are supposed to be doing
- How to determine how to handle decisions in your team
- How to understand different personalities and how they best contribute to team performance
- How to build a climate to enhance innovation and promote acceptable risk-taking
- How to manage conflicts to promote creativity without having the conflicts become interpersonal

* Held at The Solution Center, Durham, NC

Leading Through Emotional Intelligence
Develop Strategies to Improve Your Emotional Intelligence and Identify It in Others

January 21 – March 1   Online

Why You Should Attend

Emotional intelligence is a skill that can be developed to help deal more effectively with interpersonal interactions and improve relationships at both work and home. This course will expose you to the developing world of emotional intelligence and how it is changing the role of leadership development and business practices. You will learn the meaning of emotional intelligence (EQ), the competencies of emotional intelligence, how to detect emotional intelligence in others, and strategies on how to improve your own emotional intelligence.

People with average intelligence (IQ) outperform those with the highest IQs 70% of the time. You can discover the many aspects of emotional intelligence and find out why it is your EQ that will set you apart from others.

Attend and You Will Learn
- What emotional intelligence (EQ) is
- How we experience things emotionally before reason takes place
- How to develop emotional intelligence skills
- How to observe emotional intelligence in others
- How organizational leaders can use emotional intelligence when working interpersonally and with teams
- How to prepare an action plan for improving your own emotional intelligence

Mastering Project Management
Go Beyond the Basics and Focus on the Job of Managing

January 21 – March 1   Online
April 8 – 10   Classroom

March 18 – April 28   Online
May 13 – June 21   Online

Why You Should Attend

Successful project management requires technical, process, and psychological skills. This workshop will show you how to bring these skill areas together to form the tools needed to successfully achieve project objectives. Special attention will be given to help you be active instead of passive, take responsibility for the project, and take positive steps to keep it on track.

Attend and You Will Learn
- Systems required to effectively manage projects
- Power and politics in projects
- How to define success and failure in projects
- Problem solving in projects
- How to improve decisions in projects
- How to improve your own performance

" *This was a very informative and useful class. Real-world experiences were very helpful with the application of what was learned in class.* "

Yvonne Baggio,
Education Services Project Manager,
Siemens Healthcare, Apex, NC

For more information or to register:

Project Management: Tools | Principles | Practices
Learn to Plan, Schedule, and Control Projects Successfully

January 21 – March 1   Online
March 18 – April 28   Online
June 3 – 5   Classroom

March 18 – 20   Classroom*
May 13 – June 21   Online

Why You Should Attend

This workshop will provide you with proven tools and techniques used by world-class companies. With these methods, your projects will come in on time, on budget, and at the right level of performance.

Your instructor applies the latest methods of learning technology to accelerate your learning and increase your retention so you can apply these important tools. You will see how all techniques relate to each other during five interactive exercises that simulate a project.

Attend and You Will Learn

- How to master the concepts and methods needed to manage resources efficiently to achieve project goals
- How to develop and coordinate the total project plan
- How to avoid the ten most common causes of project failure
- What you need for a viable project management system
- How to manage the project life cycle

* Held at The Solution Center, Durham, NC

Managing Capital Projects
Meet Critical Project Objectives by Producing Measurable Results

March 18 – April 28   Online

Why You Should Attend

This seminar will show you how to maximize your return on investment; it will benefit public and private owners and project managers who want to improve the delivery of capital projects. You will learn principles and techniques to help you create a predictable project management system for capital projects, where standard inputs produce predictable results.

Attend and You Will Learn

- How to develop a communication plan that coordinates team member roles and keeps stakeholders informed
- How to select the appropriate professionals and specialists to help with the design and administration of the work
- An organizational methodology which will help to reduce stress and improve success
- How to effectively deal with conflict

go.ncsu.edu/opencareerdoors or 919.515.2261

Practical Leadership Skills
Lead People When Results Matter

March 18 – April 18   Online

Why You Should Attend

Research has shown that successful leaders in all arenas exhibit remarkably consistent actions and behaviors, and that virtually anyone can adopt these practices to improve their leadership effectiveness.

This powerful course will provide you with a blueprint for becoming a successful leader, capable of motivating followers to achieve objectives.

June 17 – 19   Classroom

Attend and You Will Learn

- How personality traits of leaders and followers affect leadership processes
- Case studies of leadership in action, in both business and non-business settings
- Proven leadership principles, with methods for understanding and adopting them
- Strategies for changing from the command-and-control role to that of facilitator
- Proven steps for building the personal credibility required for effective leadership

> " *I have a better understanding of the leadership role. I now know I must have a better understanding of myself before I can hope to understand others.* "
>
> Mark Jackson, Plant Maintenance Supervisor, ITG Brands, Greensboro, NC

Stimulating Creativity and Innovation: Techniques for Managers of Departments, Teams or Projects

May 13 – June 21   Online

Why You Should Attend

While very few of us can be as visionary as the late Steve Jobs, creativity experts such as Michael Michalko and Roger von Oech have for many years effectively taught methods that can be used by anyone to generate cutting-edge ideas.

You can learn and employ innovation methods in your own groups to develop innovative products, services, or processes that will put you well ahead of your competitors. This hands-on program is led by a highly successful, former engineer who has practiced what he preaches throughout a 15-year career in industry, followed by 30 years developing and delivering innovative training programs for over 40,000 individuals around the world.

Attend and You Will Learn

- How to develop your personal creativity
- Linear techniques to generate ideas
- Intuitive techniques to generate ideas
- How to improve creativity in groups

For more information or to register:

Whole-Brain® Management and Leadership

Improve Your Own Thinking and the Thinking of Your Team

Prerequisite: Practical Leadership Skills

May 13 – June 21 Online

May 21 – 23 Classroom

Why You Should Attend

Seldom do projects fail because people don't know how to create a proper schedule or work breakdown structure. They fail most often because infighting, conflict, hidden agendas, communication problems, and egos plague project teams. You can reduce or eliminate all of these problems completely if your employees are given the proper tools for dealing effectively with each other. This dynamic program will show you how.

Teams, like individuals, do not always demonstrate a "whole brain" preference for thinking. This means that teams can also apply ineffective thinking to problems they must solve. You can learn to enable teams to think in a whole-brain way and improve their performance—with obvious bottomline results. By combining individual thinking profiles with the team profile, you can take maximum advantage of the strengths.

Attend and You Will Learn

- How to improve your own thinking and the thinking of your team, using the "whole-brain walkaround"
- How to compensate for lack of preference for a particular mode of thinking in yourself and your team
- How to apply whole-brain thinking to develop a balanced scorecard for measuring project performance

The Hermann Brain Dominance Instrument (HBDI) test is included with your registration.

Due to the HBDI test, the fee for this online course is **$1,595** and the classroom course is **$1,795**.

Managing International Business, Projects, and Multinational Teams

Avoiding the Pitfalls of Cultural Differences

NEW

Coming Fall 2019

Why You Should Attend

Managing international projects and/or multinational teams can be a very rewarding experience, but it requires preparation on your part. It requires an understanding of the different cultures involved. By better understanding international cultures, you will have a better appreciation of why your international contacts think and act as they do. You will also get a crash course in United States faux pas -- those inappropriate, embarrassing slip-ups that get us kicked out of countries, ruin relationships and/or cost us business. You will be coached on "what to do" AND

"what NOT to do." Ultimately, you will be equipped with the necessary skills to successfully manage international projects and multinational teams.

Attend and You Will Learn

- Accepted business practices
- Accepted social practices
- The thinking styles by country
- The "red light" mistakes
- Negotiating styles
- Trust building strategies

Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® Examination Prep Course
Prepare for Your PMP and CAPM Exam
Get 18 of the 35 PDUs Needed to Sit for the Exam

Coming Fall 2019

Why You Should Attend

This course will thoroughly prepare you to take the PMI PMP® Certification exam.

Much of this vital information is not included in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*! You will practice many of the skills and calculations that will likely be on the examination through interactive methods such as lecture, demonstration, worksheets, and practice exams. You will also experience a module on preparing for the PMP® exam that gives test-taking hints.

Prerequisites

Project Management: Tools | Principles | Practices or equivalent

This course assumes you know the tools of project management already and need to refresh your memory and solidify your understanding of the *PMBOK® Guide*, as well as the ability to create a work breakdown structure, create a critical path schedule, and do earned value calculations.

If you are uncertain about whether or not you qualify, call Shedrick Samuels at 919.515.8177.

Attend and You Will Learn
- The project management context
- All project management processes (time, cost, quality, etc.)
- How to prepare for and take the examination

Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) and PMBOK are registered marks of the Project Management Institute, Inc.

Using NLP to Achieve High Performance at Work
Enhance Your Own Performance and That of Your Team

Coming Fall 2019

Why You Should Attend

John Grinder and Richard Bandler published two books in 1975, entitled *The Structure of Magic* that introduced a discipline called Neuro-Linguistic Programming or NLP®. One of the key principles of NLP is that what is possible for one person is possible for any other person, so long as there is no condition that prevents such performance. You can duplicate another's performance by modeling their behavior.

This course will provide you with those tools developed by NLP practitioners that can be applied in the workplace to achieve higher performance for yourself, and also enable you to guide members of your teams or departments to achieve higher performance.

Attend and You Will Learn
- Neuro-Linguistic Programming (NLP) methods to improve your thinking
- How to set goals and achieve them
- How to rid yourself of undesirable habits
- How to develop a climate of trust
- How to resolve conflict

For more information or to register:

Painless Project Management
A Simplified Approach for People Who Aren't Project Managers

Online   Fee: $297 | You may begin at any time, but you must complete within six months from start.

Almost everyone manages projects at some point, but not every project requires the use of heavy-duty tools such as critical path schedules, earned value analysis, or detailed progress tracking. This **three-hour online, self-paced class** consists of narrated lessons with slides, as well as a workbook that allows you to develop a plan that is simple to understand and execute. The plan you develop with this approach allows you to identify all of the stakeholders to your project, develop a clear outcome statement that will help assure the end result you are after, and also helps you identify things that could go wrong that might cost you time, money, or lead to failure. This course is intended for people who are managing small projects that involve no more than a few people and do not require a highly detailed project plan. It is NOT suitable for managers of large, complex projects; it is ideal for executives who are managing strategic initiatives or individuals who need a rudimentary plan for a small project (either professional or personal).

Attend and You Will Learn

- How to clearly define the desired outcome for your project and identify what must be delivered to achieve that outcome
- How to identify key stakeholders to the project and determine their levels of involvement
- How to break project tasks down into bite-size chunks that are easy to manage

Free Project Management Webinars

If you would like to receive notices of upcoming free monthly lunchtime (Eastern) webcasts/webinars, please sign up for the Lewis Institute mailing list at **tinyurl.com/3uxcjmk**.

You can opt out at any time and you are under no obligation to buy anything. Most of these one-hour programs provide a PDU for participating. The programs are not, however, exclusively for project managers—anyone who manages a team, department, or just wants to learn something to help with their own performance will benefit.

Don't Have Time for Training?
Try the **FLIPPED CLASSROOM** Employee Training Approach

FLIP YOUR LEARNING EXPERIENCE

There is no doubt that employees need training on a wide variety of topics. The problem is that most organizations are running so lean today that taking off time to attend classes is prohibitive for many employees.

This is a double-bind.

If you don't get the training, you fall behind in your capability. If you go away for training, you get behind in your work. Furthermore, learning in totally online, self-paced programs eliminates the classroom interaction part that some students find absolutely essential to effective learning.

Fortunately, there is a solution that provides a very good compromise between live classroom and self-paced online learning. It is called the *flipped classroom*, and it is delivering positive results in many different applications. In this approach, individuals watch videos and/or narrated slide presentations for one to two hours per week in the evening. These narrated presentations are essentially identical to what an instructor would provide in a classroom. The individuals then spend one to two hours in a conference or training room at work interacting with other employees to work on learning exercises that require them to apply what was covered in the online lectures. These exercises can be facilitated by a person who is actually in the meeting room with them or is online, using video conferencing so that the classroom interaction can be observed by the facilitator, who then provides feedback or coaches the learners as needed.

This approach eliminates the cost of having learners and/or instructors travel to learning sites. It also minimizes employee time away from work, and spreads out the learning over time, which in many ways has advantages over intensive multi-day seminars and workshops.

Other advantages include:

- An entire group learns together to understand a common approach.
- Many younger employees already are comfortable with learning by watching videos and narrated presentations online, so this is a natural approach for them.
- The live facilitator helps make the learning relevant to the person's job through the classroom interaction component.
- The blended (flipped classroom) approach is very cost effective and learning effective, compared to total classroom immersion.
- Some tailoring of content is possible using this approach, with the tailoring being done during the facilitated sessions.
- Learning assignments can be given to individuals who require them to apply their learning to their work, thus making it more relevant and providing an immediate benefit to the organization at the same time.

If you aren't certain about the effectiveness of this approach, we can offer you a short demonstration program so that you can test it at no cost before investing in a larger program. To discuss your requirements, please call The Lewis Institute at **828.771.0881**.

Download this free white paper:

Preference of U.S. Companies for Certificates and Project Management Professional (PMP)® certification:
http://www.mediafire.com/file/bv2euz62f763uvb/Research_article_V3.pdf

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For more information or to register:

Your Instructors Will Show You How You Can Make a Difference

Instruction Provided by The Lewis Institute, Inc.

The Lewis Institute has built a reputation for delivering practical, hands-on instruction that provides tools and techniques you can use immediately upon leaving the seminar to manage your own projects. The Lewis Institute insists that all of their instructors have real-world experience managing projects, so that they can go beyond the workbook content and answer your questions.

LewisInstitute
We bring meaning to life!™

Dr. James P. Lewis has 15 years of industry experience as an electrical engineer and project manager, focusing on the design and development of communication equipment, and over 35 years of experience teaching seminars. He has been conducting seminars worldwide and has trained more than 60,000 individuals since 1981. Widely recognized as one of the top writers on the subject, Jim has published ten books of his own and an 11th with co-author Bob Wysocki. His Lewis Method® of managing projects has been adopted by thousands of managers. Jim has a B.S. in electrical engineering and a doctorate in psychology, both from NC State University.

Sharon Blanchard has worked in the higher education field for approximately ten years on organizational improvement, process improvement, and curriculum development projects. She has a background as staff--serving in leadership roles at the institution--as well as faculty--teaching project management courses in person and online. She has experience leading cross-functional teams on projects, specializing in project communication, conflict, scheduling and human resources. Sharon earned her bachelor's degree in communication (The University of Iowa), master's degree in organizational leadership (St. Ambrose University), and has graduate coursework in human resources (Upper Iowa University). She also holds a project management certification (St. Ambrose University) and a HBDI® Certification (Herrmann International).

Chris Dickson has over 20 years of experience in industries ranging from automotive and aerospace to medical devices and engineered services. Starting as an electrical project engineer at an Ingersoll-Rand manufacturing facility, Chris held progressively more responsible positions including plant manager, general manager, executive vice president, COO, and CEO in Fortune 500 and/or private equity-funded businesses before joining a management consulting firm. Chris has a B.S. in electrical engineering technology, an M.B.A. from Clemson University, and completed his project management training with The Lewis Institute. Chris is a member of PMI and active in the Augusta-Aiken PMI chapter.

Kerry Ahrend M.S., PMP has over 20 years of experience as a trainer, speaker, coach and business consultant delivering training and performance improvement interventions to increase skills, competencies, and to empower people to meet their challenges with confidence. Kerry has traveled extensively throughout the U.S., Canada, and internationally, working with Fortune 500 companies, government agencies, non-profits, and small entrepreneurial businesses delivering the best practices of project management, leadership development, team building, communication skills, negotiation skills, conflict resolution, stakeholder management, contract management, quality management and business process analysis. Kerry has a master's degree in human resources training and development, a master's certificate in project management from George Washington University, and a Project Management Professional (PMP)® certification. She is a trained paralegal and a certified member of the John Maxwell team which focuses on leadership development and professional growth. Kerry is also a certified career coach who works with those in transition to map out a strategy to meet their career objectives.

> **"** *This was great. I have already recommended it to others. I learned a lot of new things and confirmed some of my current practices.* **"**
>
> Reba Calvert, Program Supervisor II,
> NCDOT/DMV, Clayton, NC

HEPM

Stay Connected on the Go!

Download the free Highly Effective Project Managers (HEPM) app at Google Play or Apple App Stores and have access to:

- Free daily tips
- Blog posts
- User forums
- Podcasts and videos

Program Details

$1,695 classroom course fee for the first registration from your organization per course*

$1,495 classroom course fee for each additional participant from the same organization per course*

$1,495 classroom/online course fee for government employees per course*

$1,495 online course fee per course*

$1,595 online course fee for *Whole-Brain Management and Leadership* (HBDI test included)

$1,795 classroom course for *Whole-Brain Management and Leadership* (HBDI test included)

* Other than *Whole-Brain Management and Leadership*.

Courses and fees are subject to change.

Classroom Course Schedules and Location

Check-in will take place from 8:00 - 8:30 a.m. on the first day, with classes beginning promptly at 8:30 a.m. and ending no later than 4:30 p.m. each day. Luncheons and refreshment breaks are included in the registration fee. **All classroom courses will take place in the McKimmon Center at 1101 Gorman Street on the NC State University campus in Raleigh, unless otherwise stipulated.** You will receive your class confirmation with our cancellation policy via email.

If you do not receive an email confirmation from NC State University, please check your spam file, if you have one, or you may contact us at **919.515.2261** with any questions about your registration status.

Online Courses (Instructor Led)

All of the online courses are six weeks in length, unless otherwise stipulated. These online courses are not self-paced, but are instructor facilitated, and you are expected to begin on time and end on time. You are expected to spend approximately one hour per week online reviewing lesson material and another two hours per week doing outside work, posting to discussion forums, and uploading assignments.

Where to Stay

For detailed lodging information please visit the McKimmon Center website at **go.ncsu.edu/hotels.**

FREE Subscription!

Be the first to receive schedules of courses in YOUR area of interest.

- Receive advance information on new courses.
- Contribute your ideas for new seminars, conferences and workshops.
- Get valuable insight on the latest issues in professional development and training.
- To sign up, visit our website at **go.ncsu.edu/opdenewsletter**

Customize These Seminars for Your Organization

Arrange dedicated training for your employees. Any of these seminars can be presented to your team members at the McKimmon Conference & Training Center.

Benefits include

- Custom-tailored instruction
- Convenience
- Substantial savings over public prices

Call **Andy Billingsley** at **919.513.5080** or email **Andrew_Billingsley@ncsu.edu** for more information.

Credits You Can Earn

Individuals satisfactorily completing a course will be eligible for Continuing Education Units (CEUs) and Professional Development Hours (PDHs) for each day of instruction. For more information on these credits and how to obtain your record, please visit our website at **ncsu.edu/opd** or call **919.515.2261**.

Persons with Special Dietary Needs

If you have special dietary needs, please contact us at **919.515.2261** or **ContinuingEducation@ncsu.edu** at least two weeks prior to the program.

Persons with Disabilities

If you desire assistive devices, services, or other accommodations to participate in these programs, please contact us at **919.515.2261** or **ContinuingEducation@ncsu.edu** at least two weeks prior to the program.

Registration Form

How to Enroll

To pay with a credit card:

Online: The best and quickest way to hold a seat is by registering online at go.ncsu.edu/opencareerdoors

Call: the Office of Professional Development at 919.515.2261

To pay with a purchase order:

Fax: 919.515.7614

To pay by check:

Mail to:
Registration Coordinator
Office of Professional Development
NC State University
Box 7401
Raleigh, NC 27695-7401

Registering online or by fax is secure.

Course Name	Date	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Priority Code | S | 1 | 9 | 0 | 4 | W | B |

NOTE: For fastest service, please enter the priority code from your mailing label. Enter this code even if label is addressed to someone else. **THANK YOU!**

m m / d d

First Name _____ Middle Initial _____ Last Name _____ Date of Birth†

Full Title _____ Badge Name _____

Company _____

Work Address _____

City _____ State _____ Zip _____

Work/Day Phone _____ Fax _____

Email _____

Name, Phone Number & Email of Manager Approving Your Training _____

_____

Please duplicate this form for multiple registrations. You may want to make a copy for your records.
† In lieu of SSN, your date of birth is required as a personal identifier for internal record keeping by this university.

Method of Payment

Payment must accompany registration and be received by the first day of the program.

Enrollment is limited.
The easiest way to guarantee your place is to pay with a credit card.

Payor: ☐ Company   ☐ Individual

☐ Check Enclosed (U.S. banks only)
(do not fax)

Make check(s) payable to:
North Carolina State University
Please write the name(s) of the participant(s) on the face of your check(s).

Purchase Order

☐ If you wish to pay by purchase order, please submit your purchase order and this registration form by mail or fax them to **919.515.7614**.

☐ IDT (NC State University employees only)

Project (FAS) # _____

Project Management Certificate Series

Spring 2019

S1904

- **Project Management Certificate**
- **Master's Certificate in Project Management**
- **Project Leadership Certificate**

TOP **50** BEST
VALUE
PROJECT MGMT
CERTIFICATE PROGRAMS
2016

01 Goals

03 Teamwork

05 Communication

07 Deliver

02 Plan

04 Process

06 Performance
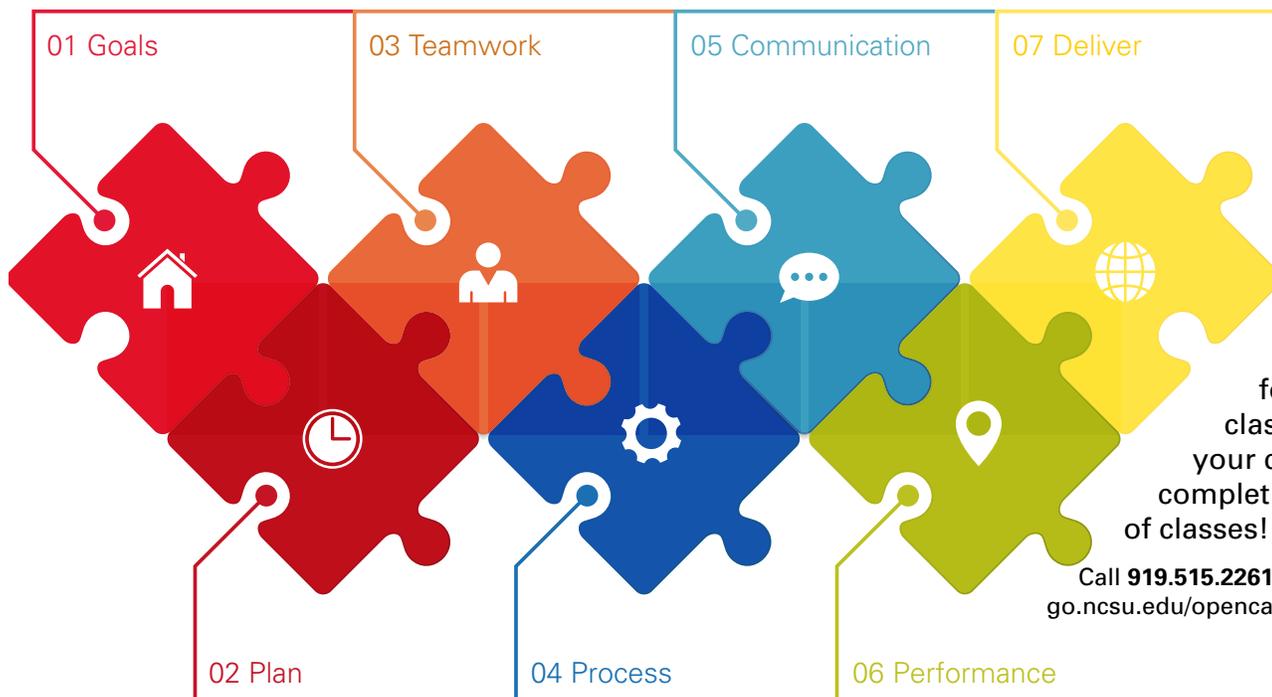
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