

Intro to Project Management Virtual Course

Thursday, November 4, 2021

8am-5pm CST or 7am-4pm MST



Take advantage of the informative course, hosted by the SDAPHCC, from the comfort of your own office without the hassle and expense of travel.

All project managers and field supervisors are loaded with tasks. Often it seems more like juggling and fire-fighting than it does "management."

Come to this session to learn the Ten Commandments of Project Management, and how they can help you stop the juggling act and start being a project management professional.

In this one-day seminar, the PHCC Educational Foundation's top speaker Kirk Alter will walk attendees through these project management rules:

1. Support the craftsman in the field
2. Be an innovator and a problem solver
3. Build your case - document all occurrences
4. Plan your work, work your plan
5. Always know the current status of the project – measuring productivity, progress and more
6. Do not allow surprises to occur
7. Know all the documents pertaining to the job
8. Be firm and act in a professional manner
9. Take ownership of the project
10. Don't be afraid to ask for help

Learn how to manage multiple projects through proper planning, thoughtful execution, checklists, managing with numbers, communication and working as a team.

Take back control of projects, enjoy a more controlled flow of events and help your company make more money.



**SEMINAR
SERIES**

**THE BOLD LOOK
OF KOHLER.**

REGISTRATION FORM

Name _____

Company _____

Phone _____

Email _____

To register, return form and \$359 per person to the SDAPHCC Office by October 1, 2021. Please complete a separate form for each student.

SDAPHCC
707 E 41st St, #220
Sioux Falls, SD 57106
Phone: 605-271-7255
Email: kristie.phcc@midco.net



A link to the virtual event will be sent to each student one week prior to the class.



ABOUT THE INSTRUCTOR

Kirk Alter is Professor Emeritus in Purdue University's Department of Building Construction Manager and president of Fast Management, Inc. He has been a full-time

participant in the mechanical construction industry since 1974. His career path includes working as an apprentice, journeyman, foreman, superintendent, estimator, project manager, designer, operations manager, vice president, and owner. He brings a uniquely well-rounded perspective to the training sessions he offers, and delivers on his promise to provide tangible tools and skills to attendees. He is Program Director for the Foundation's project management courses, and serves on the PHCC Educational Foundation Board of Governors. He is active teaching and consulting with PHCC firms throughout the country on a regular basis.