

Thank you for considering Project Plus Solutions for your training needs in project and product management. We are pleased to offer comprehensive live and online training workshops tailored to meet your organization's requirements. Our training programs are designed to equip participants with practical knowledge and skills, enabling them to excel in their roles.

Training Options

1. PMP Bootcamps
2. Consulting Services: Project Management, Product Management, Strategy
3. Live Online Workshops
 - a. Interactive online sessions with real-time Q&A.
 - b. Scheduled according to your organization's convenience.
 - c. Day and evening classes available.
 - d. Courses are charged per module per person.
4. In-Person Workshops
 - a. A Series of hands-on training sessions conducted at your location.
 - b. Minimum participant count: 10.
 - c. Minimum time requirements: 2 full days (8 – 5 inclusive of 1 hour for lunch and two 15-minute breaks) or 4 four-hour evening sessions (inclusive of two 10-minute breaks only).
 - d. Modules should be selected to meet the full or half day requirements.

Scheduling and Availability

We offer flexible scheduling options to accommodate both day and evening classes. We recommend booking sessions at least four weeks in advance to ensure availability.

Trainer Bios

Donya Ziraksari is a Technical Program Manager at Microsoft, formerly at Accenture and ExxonMobil, and possesses extensive expertise in engineering and project management.

Education	BSc. Mechanical Engineering, University of New Mexico
Licenses & Certifications	Project Management Professional (PMP) license, Project Management Institute (PMI)
Career Highlights	<ul style="list-style-type: none">Managed multimillion-dollar projects across North America for oil & gas and tech industry leaders.Co-founded the Advisory Council for Engineering Development at the University of New Mexico (ACED@UNM)Founded Equal Human Rights Org, a non-profit dedicated to promoting equal human rights for all.

Tennille Bernard is a Strategy and Digital Operations leader at a leading financial institution with \$261.1 billion in assets.

Education	BSc. Mechanical Engineering, University of New Mexico MSc. Mechanical Engineering, University of New Mexico MBA, Missouri State University
Licenses & Certifications	Product Management Certification, Product School SAFe 6 Product Owner/Product Manager Certification AALI Leadership Institute – Class of 2024.
Career Highlights	Developed project, program, and product management solutions for: <ul style="list-style-type: none">• Cummins, protecting \$19B in revenue.• Amazon, recovering over \$535 million. Co-founder of ACED@UNM. Part-time lecturer for Forest Valley Institute, a green start-up accelerator based in Milan, Italy.

Available Courses & Services

- **Project Management**
 - Fundamentals of Project Management
 - Project Budgeting and Cost Control
 - Project Scheduling and Planning
 - Work Breakdown System (WBS) Structure Development
 - Stakeholder Management and Developing Relationships
 - Project Leadership and Team Management
 - Document Control
 - Change Management
 - RACI Chart
 - Risk Management (Known – Unknown)
 - Bid Evaluation Value Engineering
 - Agile / Waterfall
- **PMI certification** (online only)
 - Certified Associate in Project Management (CAPM) Exam Prep for PMI*
 - Project Management Professional License (PMP) Exam Prep for PMI*
 - PMI Professional Development Units (PDU) to maintain PMI license. *
- **Soft Skills**
 - Toxic Work Environment
 - Verbal and Written Communication Skills for Professionals
 - Communicating assertively
 - Workplace Safety
 - Ethics (Project Management, Engineering, Procurement, Safety, Bids and more)
 - Mental Health and Work - Life Balance
 - Social media and LinkedIn

- Time Management and Productivity
- Leadership and Management Skills
- Team Building and Collaboration
- Diversity and Inclusion Language
- Cultural Intelligence and Diversity
- Team Building and Collaboration
- Emotional Intelligence in the Workplace
- Conflict Resolution and Negotiation
- Critical Thinking and Problem Solving
- **Career Coaching**
 - Annual Review Consultation
 - Career Assessment:
 - Talent and Interest Assessment
 - Skills Inventory and Evaluation
 - Personality and Work Style Assessment
 - Goal Setting and Clarity:
 - Identifying Short-Term and Long-Term Career Goals
 - Creating a Vision for Career Success
 - Resume and Cover Letter Review
 - Crafting Effective Resumes and Cover Letters
 - Tailoring Documents for Specific Job Applications
 - Job Search Strategies:
 - Developing Targeted Job Search Plans
 - Utilizing Online Job Boards and Networking
 - Interview Preparation:
 - Conducting Mock Interviews
 - Providing Feedback and Improvement Tips
 - Strategies for Handling Common Interview Questions
 - Networking Skills:
 - Building and Expanding Professional Networks
 - Leveraging social media for Career Growth
 - Informational Interviewing Techniques
 - Personal Branding:
 - Defining and Enhancing Personal Brand
 - Developing an Elevator Pitch
 - Skill Development:
 - Identifying Skill Gaps and Development Areas
 - Recommending Training and Development Opportunities
 - Negotiation Strategies:
 - Salary Negotiation Techniques
 - Negotiating Job Offers and Benefits
 - Work-Life Balance:
 - Balancing Career Goals with Personal Life
 - Stress Management and Burnout Prevention

- Executive Coaching:
 - Leadership Development for Executives
 - Succession Planning and Career Advancement
- Ongoing Support:
 - Regular Check-Ins and Follow-Ups
 - Adjusting Career Plans Based on Progress and Feedback
- **Product Management & Strategy** (Led by Tennille Bernard)
 - Introduction to Game Theory
 - OKRs and Metrics
 - Roadmap Development and Management
 - Risk Management
 - Prioritization Methodologies
 - Customer Discovery
 - Common Customer Discovery Tools