

## COURSE LIST

Forward Momentum classes can be delivered traditionally, virtually, or as recorded self-paced sessions, and are offered in several broad categories:

- **Project Management**
- **Advanced Project Management**
- **Leadership**
- **Professional Skills**
- **Seminars**

Seminars are sessions in all categories that are less than 1 day in duration. If any of our programs interest you but you need a *different duration*, please let us know.

PROJECT MANAGEMENT		
Code	Course Name	Dur.
1100	Introduction to Project Management	1d
1101	Project Management Discovery	1d
1105	Aligning Expectations: Effective Project Planning and Estimating	1d
1110	Scope Definition and Management	1d
1115	Tracking and Control	1d
1120	Putting the Cart AFTER the Horse: Project Scope and Schedule Development	1d
1150	Taking Charge of Organizational Change	1d
1192	Managing Multiple Projects	1d
1300	Practical Project Management in Today's Complex World	3d
1340	Power Requirements: From Process Map to Requirements Documents	1d
1560	Project Risk Management	2d

ADVANCED PROJECT MANAGEMENT		
Code	Course Name	Dur.
1190	Project Portfolio Management Discovery	1d
1320	Project Triage: Rescuing Troubled Projects	2d
1445	Matrix Management	7h
1548	Unlocking the Value and Benefits of Project Management	1d
1578	SDLC Fundamentals for Project Managers	2d
1590	Project Portfolio Management	3d
1595	A Hands-On Approach to Program Management	3d
1599	The PMO: Developing and Leading the Project Delivery Organization	2d
1310	PMP <sup>®</sup> and CAPM <sup>®</sup> Certification Exam Prep	4-5d

LEADERSHIP		
Code	Course Name	Dur.
1153	Developing High-Performing Teams	1d
1144	High Performance Customer Service	1d
1145	Vendor Performance Management	1d
1400	Leadership Lessons That Work	4d
1410	Become a Great Negotiator!	2d
1420	Don't Deal With Difficult People – Learn to Work With Them	1d
1423	Managing Multigenerational Teams	1d
1435	Effective Facilitation Skills   Leading Productive Meetings	1d

PROFESSIONAL SKILLS		
Code	Course Name	Dur.
1140	Principles of Effective Communication	1d
1141	Business Writing for Results: Getting What You Want	1d
1165	Presenting Your Project: Writing Targeted Business Cases	1d
1166	Getting What You Need: Creating an Effective Statement of Work	1d
1450	Results Oriented Communication	1d
1455	Beyond the Words: Using Communication Techniques for Business Success	1d
1470	Virtual Presentation Power	1d
1480	Asking the Right Questions	1d

You are also invited to explore our website at [www.ForwardMomentum.net](http://www.ForwardMomentum.net), where you will find our free white papers, a variety of blog posts, and eBooks from business leaders, project managers, training experts and more. Join us in exploring project management and leadership-related discussions.

SEMINARS		
Code	Course Name	Dur.
1109	Setting Expectations: Defining and Controlling Scope	4h
1111	Project Management Fundamentals: Practices That Work	2h
1112	Project Management: Delivering On Time and As Committed	4h
1132	Project Recovery: Digging Yourself Out	2h
1139	A Simple Exercise To Build Powerful Communication Skills	1h
1146	Did You Really Mean That? What Are You (and Your Body) Really Saying?	2h
1152	Getting to the Root of Performance Issues: Coaching Employees Before Disciplinary Action is Needed	1h
1167	Statement of What?	2h
1191	Managing Multiple Projects	2h
1311	PMP® and CAPM® Certification Exam and Study Tips	2h
1342	Requirements Management	2h
1424	Multigenerational Management	2h
1425	Managing Difficult Personalities	2h
1432	Dealing with Conflict	2h
1470	Virtual Presentation Power	2h
1480	Asking the Right Questions	2h
1549	Overcoming Organizational Dysfunction: Unlock the Value of Project Management to Get Work Done	4h
	NLP: What Are You Really Saying?	1h
	Peace is Overrated: How to Address Conflict	1h
	It's Official. You Can't Have One Without the Other. The Project Management Office and Project Portfolio Management	2h
	The Write Stuff: Preparing Your Business Case for Project Portfolio Management	2h
	Make Your Training Make a Difference: All I Need to Know I Learned in High School	2h
	Ensuring the Future of Your Organization Through Continuing Leadership	1h
	Surviving the Chaos of Change	1h
	Ready! Set! What? Is Your Organization Ready for PeopleSoft?	2h