

Improving Your Personal and Project Management Skills

Instructors:

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Truby Achievement Center

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Truby Achievement Center

Lori Peters
Gridor Construction Company

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Midwest GeoSciences Group

Date:
May 15 & 16, 2014
(Thursday and Friday)

Location:
SAIT - South Alberta Institute
of Technology
Calgary, Alberta

Continuing Education:
16.0 Contact Hours
(1.6 CEUs)

Bill Truby, M.A. MFCC, is a psychology-trained consultant, speaker, author and educator whose focus is on improving the quality of human fulfillment and performance in organizations. His clients include architectural, engineering and related design profession firms.

Bill's work includes consulting for goal setting, team building, strategic planning, management transition; and training in leadership, communications, delegation, motivation, and other organizational skills. He is a popular workshop leader for the American Society of Landscape Architects, and the Professional Services Management Association.

Joann Truby is an experienced consultant, speaker, author, trainer, facilitator, and leadership coach. She has been a consultant to scores of businesses helping them be successful. Her energetic speaking and training sessions not only provide the attendees with meaningful, practical and usable information, she also motivates people to do what she is teaching.

Lori Peters is Project Manager specializing in construction projects that demand multidisciplinary staff, contractors, and equipment. She promotes team collaboration in order to help ensure relentless accountability at every level.

Dan Kelleher, PG, CIPM is a hydrogeologist and a Certified International Project Manager. He promotes in-field analysis of geologic data where QA/QC is weaved in to the fabric of the project.

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GEOSCIENCES
www.midwestgeo.com group**

Creating High-Performance Teams for Successful Environmental and Engineering Projects

Environmental and engineering projects present unique challenges because of their field, laboratory, computer analysis components and multidisciplinary staff. You may successfully manage the technical portions of the projects and meet budget, but you may also feel how the pressure of today's competitive market requires more from you. You have probably felt the pressure to get more from yourself and your team, nurture your collaborative skills and develop client relationships to achieve larger profit margins and greater business development results.

We have designed a specific course for environmental and engineering project managers that will enable you to learn - and practice - new project management skills designed to empower you and your team with a positive synergy and financial success ...every time!

Learn how to empower yourself and your multidisciplinary team to a new level while gaining a clearer understanding of why the art of delegation is so important -- regardless of the project. And you'll discover how your individual leadership style and personality can influence the project outcome and ultimately, the profit margin.



EMPOWER YOURSELF

- Empower yourself by learning and practicing meaningful approaches to communication, motivation, delegation, and negotiation
- Understand how you, your team and your approach create positive or negative synergy
- Recognize how you can manage your greatest asset – people – the asset that has the most potential for problems and solutions
- Differentiate yourself by gaining a new perspective on client-focused project management
- Inspire your team, your clients, and your supervisor: naturally

ENHANCE TEAM COLLABORATION

- Build a culture that nurtures success and overflows into your client relationships
- Develop teams that are positively synergistic and achieve technical and financial success, every time
- Learn the art of delegation
- Retain your staff and manage yourself when work overloading becomes common
- Obtain more results from less environmental and engineering data

IMPROVE YOUR PROJECT PERFORMANCE

- Implement practical and powerful field and project management tools that make achieving the project's scope, schedule, and budget easy
- Differentiate risk from the perspective of the project manager vs. the company
- Design projects around your client's corporate culture
- Succeed by achieving new levels of personal, technical, and financial results.



Today's environmental and engineering projects present unique challenges, requiring coordination with many stakeholders and integration of various technological capabilities. In this course, you'll discover critical success factors and hidden risks inherent in all field-related projects and you'll gain an understanding of personal strategies developed for successful project managers.

Everything I learned in this class will be beneficial to me personally, my co-workers, my company, my clients and my projects. I highly recommend this course to any project manager.

- Karen Kajenke, Environmental Assessment & Remediation, Inc

I recommend this course for anyone involved in project work - large or small.

- Dan Weber, P.G., Errol L. Montgomery & Associates, Inc.

The course was an incredible experience. It was the best professional training course I have ever attended. I highly recommend this (course) to everyone, in any profession, at any level of responsibility.

The course provides critical tools for managing a high performing team, while providing insight to manage your own personal life from a position of strength and self-control.

- Matthew Damos, Sonoma County Water District

More Testimonials Online

REGISTRATION FORM

Improving Your Personal and Project Management Skills
Creating High-Performance Teams for
Successful Environmental and Engineering Projects
May 15 & 16, 2014

Last Name: _____ First Name: _____

Company: _____ Position: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

MC VISA AMEX No. _____ Exp. _____
Circle One

Signature: _____

For early registration, payment must be received before May 1, 2014. Cancellations may be made up to May 1, 2014, however, \$250 USD of the fee will be charged. No refunds. (*) Group rate requires registrations to be received before May 1, 2014 and all registrants must be employed by the same organization. Liability waiver will be required due to team building exercises that require some basic body movement and light lifting. US Dollars Only. Questions? Call 763.607.0092 or Email service@midwestgeo.com

Course Fee:

Early Bird (before April 1) \$399 ea.
Register Early (before May 1) \$680 ea.
Late Registration (after May 1) \$990 ea.
Group Rate (more than 8 people*) \$370 ea.
(rates in USD)

Amount Enclosed:

Send completed form with payment to: Midwest GeoSciences Group
6771 County Road 8 SW
Waverly, MN 55390

or register online at WWW.midwestgeo.com

Improving Your Personal and Project Management Skills

Creating High-Performance Teams for Successful Environmental and Engineering Projects

An intensive two-day short course

May 15 & 16, 2014

SAIT
South Alberta Institute
of Technology

Calgary, Alberta

This course provides the ability and confidence to create and lead a high performance team. OUR CLIENTS BENEFIT MOST when their consultants are performing at a higher level of achievement.

- **Phil Doyle, Groundwater and Environmental Services, Inc.**

Venue and Accommodations

This special and unique course is being conducted at SAIT: South Alberta Institute of Technology in Calgary, Alberta.

SAIT has invited us to share their showcase meeting rooms at the top of THE BEGIN TOWER, on the 22nd Floor.

Spectacular views from the meeting room overlook downtown Calgary and the surrounding area.

Guestroom accommodations are available at many nearby hotels plus at the affordable conference housing within The Begin Tower. Standard rates are reasonable.

THE BEGIN TOWER
SAIT Conference Housing
151 Dr. Carpenter Circle NW
Calgary, AB T2M3G1

Phone: 403.284.8013
<http://stayatsait.com>

Single Studio: Approx \$115.00/nt.
Double: Approx \$130/nt.

Parking is located directly outside The Begin Tower in lot P5. Parking is not free. Please ensure you pay at the parking lot machine to avoid any parking tickets and/or towing.

Other accommodations are available nearby the SAIT campus.

HOLIDAY INN EXPRESS & SUITES
Calgary NW - University Area
2373 Banff Trail NW
PH: 587.390.6100

HAMPTON INN & SUITES
2131 Banff Trail NW
PH: 403.289.9800

BEST WESTERN VILLAGE PARK INN
1804 Crowchild Trail NW
PH: 403.289.0241

COMFORT INN & SUITES
2269 Banff Trail NW
PH: 403.289.2581

Registration

Advance registration is necessary in this limited-enrollment workshop to reserve space and receive course materials. A confirmation letter will be sent within 10 days of registering for the course.

Registration is accepted on a first come, first served basis. Special arrangements for diet, equipment, or handicap facilities should be indicated when registering for the course. Participants choosing to join the team building exercises will be required to sign a waiver of liability due to light lifting and body movements.

What You Will Receive

You will receive 16.0 contact hours of instruction, a Course Notebook, the popular book: DELEGATION, and a 12-month access to the Truby Achievement Club (very cool add-on from the instructors!).

Morning coffee, lunch, and an afternoon break will be served with the course. Recording devices are not permitted during classroom sessions.

Participants are invited for a fun, private reception for participants at the end of Day One. Reception will be held a few blocks from the SAIT Campus, between The Begin Tower and the nearby hotels.

Ground Transportation

If you are flying to Calgary, you can arrange ground transportation to SAIT using either airport shuttle or taxi service.

Participants staying on the premises in SAIT Conference Housing may just ride the elevator upward to the meeting room.

Daily ground transportation to the course from the hotels may be arranged with each specific hotel. SAIT is located along the C-Train route, with a LRT station only 5 minutes away. On-Campus Car2Go rentals are available through conference housing.

Cancellation Policy

Cancellations may be made up to May 1, 2014 however, \$250 USD will be charged and you are issued a credit toward future courses. No refunds. One substitute is allowed for each registrant who is unable to attend.

Continuing Education Units

Continuing Education Units (CEUs) and a Course Completion Certificate are included with the course fee.

Most state professional licensure programs accept CEUs for this course.

What to Bring

Bring a pen or pencil.

Bring expectations for a fun experience while learning new perspectives and nurturing your natural skills to become a powerful project manager, and more.

Calgary and Beyond

Calgary and the Canadian Rockies have much to offer. Bring your family and enjoy Calgary and beyond....

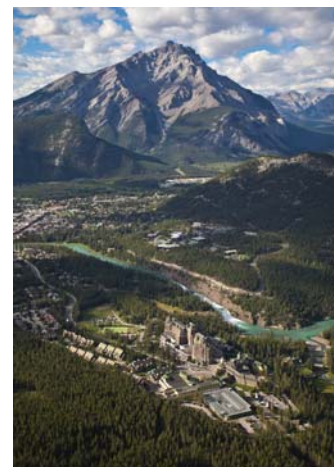


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