

**PM 101: THE ART OF PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS**

**Enrollment is limited!  
Register now!**

**October 7, 2004 -OR- October 22, 2004**  
**TIME:** 8:30 AM – 5:00 PM  
**LOCATION:** Woburn, MA (directions provided upon registration)  
**SUGGESTED ATTENDEES:** Individuals working in any discipline/industry interested in learning practical project management tools and techniques that can be applied to improve individual or team performance.  
**PROVIDED:** A comprehensive workshop manual, sample templates, and the *Essential Managers: Project Management* book.  
**COST:** \$269 (price includes a continental breakfast)

**ARE YOUR CUSTOMERS DELIGHTED WITH THE PRODUCTS AND SERVICES YOU DELIVER?**  
  
**ARE YOU CONSISTENTLY MEETING YOUR BUSINESS GOALS?**

Register now at [www.sage-cs.com/register1.html](http://www.sage-cs.com/register1.html)

**PRESENTED BY....  
BARBARA ALEVRAS, PMP**

For more than 13 years, Barbara Alevras, a certified Project Management Professional (PMP), has designed and delivered project and process management, team building, quality management, customer service, and technical training to hundreds of entry-to-executive level employees located throughout the United States and Canada.

**WANT TO GET A NEW INITIATIVE OFF THE GROUND, BUT NOT SURE WHERE TO START?**

Project Management - the ability to effectively manage one or more initiatives - is an increasingly critical skill for managers in all industries and disciplines. As the pressure to do more with less intensifies, you need scalable tools and techniques to:

- ◆ Increase revenue,
- ◆ Optimize operations,
- ◆ Enhance quality, and
- ◆ Improve customer loyalty.

**Upcoming Workshops**

**PROJECTS ENABLE YOU TO MEET CURRENT GOALS AND EMBARK ON NEW ONES.**

Without new initiatives, your organization will stagnate as you watch competitors surge ahead. Whether you work on short or long-term activities costing hundreds, thousands, or millions of dollars, the scalable project management techniques highlighted in this workshop will enable you to improve the productivity and profitability of new and in-progress initiatives.

**Small Businesses Success: Bridging the Gap between Strategic and Operations Management** (10/4 -or- 10/28)  
**Cheaper. Faster. Better.** It's the Holy Grail for small business owners who endure constant pressure to do more with less. Learn how to strategically identify, implement, and manage best practices and initiatives that increase revenue, enhance quality, and improve customer relations.

**WHAT WILL YOU LEARN IN THIS WORKSHOP?**

You will learn the basic tenets of project management and how to apply customizable tools and techniques to establish objectives, adhere to schedules and budgets, provide effective leadership, and solve problems strategically. You will develop new skills that can be immediately applied to your real work as you establish a new business, create products and services, reorganize operations, and enhance quality to advance your organization's strategic goals and contribute to its bottom line.

**PM Primer Series** (Various Dates)  
**Big results. Low cost.** Each 2-hour workshop in this 4-session series focuses on specific project management tools and techniques. Register for one or more workshops or save 10% by signing up for the complete series. Learn when and how to use key project management methods to better meet critical business objectives.

**This highly interactive small group workshop was developed for cross-functional professionals interested in learning how to operate more effectively and efficiently. Case studies and interactive exercises are used extensively to demonstrate the real world application and benefits of project management.**

View Sage's Workshop Calendar at [www.sage-cs.com/news1.html](http://www.sage-cs.com/news1.html).

