



The **Montana Primary Care Association** is proud to bring Val Grubb from Val Grubb and Associates in New York City, to Helena as a part of our annual Symposium!



**WORKSHOP DESCRIPTION: *Essentials of Project Management***  
**April 14<sup>th</sup> from 8:00 am to 4:00 pm, Great Northern Hotel, Helena.**  
Space is limited to 20 participants so register today! \$150 members, \$200 non-member guests

**[Read more about the workshop and the instructor.....](#)**

Every manager eventually faces it: One day it hits us that the activities we oversee have become so complex that ad-hoc planning no longer cuts it. Communication becomes a challenge. Deadlines get missed. The budget is more than expected and things seem out of control.

It's time to get serious about planning. And that means Project Management. If you've never done formal Project Management, this program will show you what it's about and how to get started. If you've dabbled in PM but aren't sure you really "get" it, this program will show you how to do it RIGHT and realize its full potential.

End result: Using the skills acquired in this program, you and your team will pull off the next project you oversee with efficiency you never thought possible.

This highly interactive session will give you in-depth step-by-step instructions on how to 1) Plan for Success, 2) Manage and Execute and 3) Deliver Results all while 4) Meeting Budget.

Participants of this training will learn how to:

- Align your project to the company's strategic objectives.
- Conduct comprehensive pre-planning to identify goals, deliverables and requirements.
- Create a detailed project plan that prevents missteps and costly miscommunication.
- Garner support across the organization to ensure success of new business initiatives.
- Develop reliable time and cost estimates that fit within your organizations overall goals.
- Build a powerful project management team by assessing each team member's knowledge, personality, availability and previous experience.
- Create a flexible change management process to adapt as the scope is expanded.
- What to do when things go wrong and how to get back on track.

### **About the Instructor**

Valerie Grubb of Val Grubb & Associates Ltd. ([www.valgrubbandassociates.com](http://www.valgrubbandassociates.com)) is an innovative and visionary operations leader with an exceptional ability to zero in on the systems, processes, and personnel issues that can hamper a company's growth. Grubb regularly consults for mid-range companies wishing to expand and larger companies seeking efficiencies in back-office operations. Her expertise and vibrant style are also in constant demand for corporate training classes and seminars. She can be reached at [vgrubb@valgrubbandassociates.com](mailto:vgrubb@valgrubbandassociates.com).