Business and Workforce Education

Project Conference: Do Big Things

March 11, 2016
8:00 AM – 4:30 PM
RCTC Heintz Center – Room HB117
$125 per person (includes lunch)

PMI
Project Management Institute
La Crosse – Rochester Chapter

The **2016 Project Conference: Do Big Things** will focus on three tracks: Business Analysis, Technical Project Management Skills, and Business Acumen. This conference will offer motivating keynotes and excellent breakout sessions. This day is designed to reenergize you while providing an opportunity to network and learn from others!

Contact Hours: 6.0
(i.e., PDU/CDU)

Instructors: Variety

- Register online at RCTC Online Registration **OR**
- Fill out the form below and email to workforceeducation@rctc.edu or fax it to 507-280-3168 and our office will contact you.

PMI La Crosse-Rochester Chapter Member Discount!
PMI La Crosse-Rochester Chapter Members are eligible for a $15 discount on your registration. Fill out the form below and email it to workforceeducation@rctc.edu with your member number and our office will contact you.
You must provide your PMI Member Number to receive the discount. _____

Name:	(Last)		(First)		(M.I.)	
Social Security Number Not required, for identification only		☐ **Male** ☐ **Female**		**Date of Birth:**		
Home Address:			**Apt/Unit #:**		**PO Box #:**	
City, State, Zip:			**Phone:**			
E-mail Address:		☐ **Home** ☐ **Work** ☐ **Cell**				
		Alt. Phone:				
Dietary Needs:_____		☐ **Home** ☐ **Work** ☐ **Cell**				

Payment Required At Time Of Registration   (does not qualify for financial aid)

Student Signature:		Date:	

Verification from Employer: **Send a letter, email** (workforceeducation@rctc.edu)**, or fax** (507-280-3168) to authorize invoicing for the class

Registration Information: For registration and cancellation policies, please refer to our website:
http://www.rctc.edu/workforce/information_pages/registration_information.html

☐	**Credit Card**	RCTC will contact you to obtain Credit Card Payment
☐	**Check #:**	By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution. **Mail registrations with check payment to:** RCTC c/o Business & Workforce Education - 851 30th Ave SE - Rochester, MN 55904

☐ **Company Billing**	**Attn:**		**PO/Voucher #:**	
Company Name:			**Work Phone:**	
Company Address:			**City, State, Zip:**	

Project Conference Agenda

		Friday, March 11, 2016
8:00 am – 8:45 am		Breakfast and Registration
8:45 am – 9:00 am	**Welcome**	Abbey Hellickson - RCTC
9:00 am – 10:00 am	**Keynote**	Kent Crawford – The Disruptive PMO
10:00 am – 10:15 am		**Break**
10:15 am – 11:30 am	**Breakout Sessions**	**Break Out #1:** Business Analysis Track – Jennifer Battan – Cindy Brady and the Art of Escalation **Break Out #2:** PM Technical Track – Greg Laffey – Stakeholder Management **Break Out #3:** Business Acumen Track – Joe Perzel – How to be a Chameleon: A Key to Enterprise Project Success
11:30 am – 12:15 pm		**Lunch**
12:15 pm – 1:30 pm	**Breakout Sessions**	**Break Out #1:** Business Analysis Track – Liz Sundet – Innovation Games – MEGA SESSION **Break Out #2:** PM Technical Track - Mark Hehl – Schedule Performance **Break Out #3:** Business Acumen Track – Janel Anderson – Communication with Remote Teams
1:30 pm – 1:45 pm		**Break**
1:45 pm – 3:00 pm	**Breakout Sessions**	**Break Out #1:** Business Analysis Track – Liz Sundet – Innovation Games – MEGA SESSION **Break Out #2:** PM Technical Track – Jeff Thaler – Risk Management **Break Out #3:** Business Acumen Track – Carolien Moors – Accountability on Project Teams
3:00 pm – 3:15 pm		**Break**
3:15 pm – 4:15 pm	**Keynote**	Janel Anderson – Making Meaningful Connections
4:15 pm – 4:30 pm	**Closing**	Abbey Hellickson – RCTC

Project Conference Breakout Sessions

Breakout # 1 (10:15 am -11:30 am)

Business Analysis Track – Cindy Brady and The Art of Escalation

Jennifer Battan

In corporate America and around the globe SMEs and stakeholders' time is stretched to a breaking point. Calendars are full, meeting rooms are unavailable, yet deadlines remain the same. Often times the directive from leadership is somewhere between "deal with it" and "schedule the meeting anyway – they said they were committed to this effort." At some point scheduling and availability of stakeholders becomes such a road block that you must escalate the impacts to the business analysis deliverables. At what point does escalation become tattling? Does escalating impact your relationship with stakeholders? In this presentation we'll discuss ways you can handle, possibly avoid escalation, and hopefully not be branded as a tattle tale.

Breakout # 2 (10:15 am – 11:30 am)

PM Technical Track

What's at Stake? Integrating Stakeholder Management To Drive Project Success"

Greg Laffey

Does your organization perform stakeholder analysis? Do you effectively manage your project stakeholders? Many of us pursue stakeholder analysis as just another task on a project startup checklist to be marked off. But knowing who has a vested interest in your project outcomes, and more importantly, what that vested interest is, affects every aspect of your project. From schedule to scope; from communication to risk; knowing what's at stake and who cares about it may be the single most important factor for your success.

We will explore how the integration of stakeholder management throughout the other project management knowledge areas can set your team up for success.

Breakout # 3 (10:15 am – 11:30 am)

Business Acumen Track

How to be a Chameleon: A key to enterprise project success

Joe Perzel

Successful delivery of any project requires you to communicate with, manage and influence people at all levels, both inside and outside your organization. And yet they all speak different "languages". And worse yet there isn't a roadmap, translation guide or hint sheet to tell you how to relate to each so that you can be successful.

This presentation will discuss the many target audiences, review the communication styles and motivation methods that works best for each and how what you do is interpreted. We will also discuss how to build relationships, including with sponsors and senior executives, and leverage your influence with them to set yourself up your project success.

This presentation will cover:
- Why being a Chameleon in the project world is important
- Defining and discussing the various target audiences and the keys to success for working with each
- The dos and don'ts a project manager needs to know to be a Chameleon
- The typical roadblocks
- Examples you can use immediately to become more effective

Learn how to recognize and adapt to effectively manage everyone in your world to optimize your leadership style and messaging for project success.

Breakout # 1 (12:15 pm – 1:30 pm)

Business Analysis Track

MEGA Session: Elevate Your Game: Real World Innovation Games for Facilitation and Collaboration

Liz Sundet

Are you tired of boring meetings? Have you tried to run meetings where more people are checking phones and computers than sticking to the agenda? Stop the madness and break out the games. Yes, that's right, get more done with higher collaboration in less time by using innovation games. This session is highly interactive and tons of fun. Come and learn some of the top innovation games and how to use them on requirements, designs or implementation of SharePoint. You will be ready for your next meeting just by using a few of these simple games and your users will want to attend your next meeting.

Breakout # 2 (12:15 pm – 1:30 pm)

PM Technical Track

A "Sure Fire" Way to Ensure Schedule Performance!

Mark Hehl

Project Managers are usually confronted with situations and events that have a negative effect on the established schedule and they are still expected to bring the project in on time. One proven method to improve schedule compliance is to employ process mapping methodology to selected processes. This analytical improvement technique provides project teams with an avenue to reduce the time required for a selected process without reducing quality.

Breakout # 3 (12:15 pm – 1:30 pm)

Business Acumen Track

Back to the Future: Effective Communication in a Virtual Environment

Janel Anderson

Today's work environment demands leaders and individual contributors be more adept at communicating at a distance than ever before. The challenges of working in a 24/7, global environment are significant. This presentation takes you back to the future by demonstrating how to effectively accomplish fundamental communication practices in virtual environments that come naturally in face to face meetings (think

turn taking, participation, engagement). The session addresses the challenges of working in a virtual environment and provides specific, tactical skills that increase engagement, improve virtual meeting facilitation and improve performance when working and managing from a distance.

Breakout # 1 (1:45 pm – 3:00 pm) Business Analysis Track MEGA Session: Elevate Your Game: Real World Innovation Games for Facilitation and Collaboration Liz Sundet	Are you tired of boring meetings? Have you tried to run meetings where more people are checking phones and computers than sticking to the agenda? Stop the madness and break out the games. Yes, that's right, get more done with higher collaboration in less time by using innovation games. This session is highly interactive and tons of fun. Come and learn some of the top innovation games and how to use them on requirements, designs or implementation of SharePoint. You will be ready for your next meeting just by using a few of these simple games and your users will want to attend your next meeting.
Breakout # 2 (1:45 pm – 3:00 pm) PM Technical Track Risk Management Jeff Thaler	As a project manager or business analyst, risk management is one of the few areas that can turn your project from green to red overnight! It is relevant to all initiatives - whether you are leading a small innovative agile team, a very large cross-functional international division of your organization – or anything in between. This presentation begins with a talk describing risk management from a PMI perspective, then has an interactive healthcare scenario (in case study format) which will challenge attendees to use risk management skills to proactively identify and manage risks
Breakout # 3 (1:45 pm – 3:00 pm) Business Acumen Track Accountability on Project Teams Carolien Moors	"She isn't doing what I need her to do." "Why doesn't he just do as he promised he'd do?" "All I am is a task master!" Are you one of the many (project) managers who recognize the above struggles, who have *Improving Accountability* on their daily wish list? Do you ever wonder why we blame new competitors, difficult customers, crashing economies, bad leadership, and uncooperative departments when we don't deliver results? Why do people think that ticking off procedures and saying "I'm sorry" suffices? Speaking, coaching, and workshop expert Carolien Moors will use her 25 years of international experience and her degrees in Psychology and Education to help you improve personal and project team accountability. We will use insights from brain research from renowned research institutions and from authors such as professor Carol

Dweck, David Rock, Jeffrey Schwartz, John Miller, Greg Bustin, and Craig Hickman.

You will leave this session with insights and tips regarding topics such as:
- Moving from blaming and victimization to learning and ownership
- Trading the fixed mindset for a growth mindset
- Unlearning and relearning how to respond to mistakes
- Increasing accountability through strengthening your emotional intelligence
- The three C's of strong relationship building: Candor, Consistency, Courage
- Clarity in expectations, capability, measurement, feedback, consequences
- Asking the right questions when someone struggles or fails
- Leadership practices that either stifle or enable accountability
- The 'See it, Solve it, Own it, Do it' model by Hickman & Connors
- Translating Greg Bustin's 7 pillars of accountability to your daily practice
- The three E's of accountability-promoting leadership: Expectations, Engagement, Empowerment

Without true accountability, it's almost impossible to deliver projects satisfactorily. Accountability, however, has a stained reputation. It elicits images of punishment, blame, or micro-management. As a project manager, if you're not the formal leader, it's even more difficult. The challenge with accountability is '*how* to do and support it' effectively and consistently. How do you prevent crippling attitudes such as "Lets wait and see" or "Not my job"? Accountability is a mindset, a practice, and a personal commitment. It requires transparency in responsibilities, relationships and desired outcomes. It requires ownership, trust, and candor. It requires adaptability and emotional intelligence. *And* the willingness to stop excuses, complaints, justifications, and procrastination. That's what this session is about!