Vado

Project Management Toolkit

Evolve e-Learning Solutions

Summary

Vado provides video streaming learning content to improve individual performance, employee engagement, overall retention, and organization results. Each course contains:

- ✓ A short instructional video (videos are 1 – 2 minutes long)

- ✓ Step by step Implementation Guide

- ✓ Downloadable Job Aid

- ✓ Self Assessment

The learning content is delivered on the Evolve Learning Manager LMS or can be delivered on your LMS.

All of our courses end with a code to show the intended audience:

M=Manager

I=Individual contributor

Project Management Toolkit

Vado provides courses for the most common project management competencies. The Project Management Toolkit contains courses to build the skills and capabilities all project managers need to manage and oversee successful projects. It also contains courses for the employee asked to be a contributing member of a project team.

Each competency contains five development courses. Vado can create a Project Management Toolkit to meet the client's needs or map our courses to the client's Project Management process.

Project Management Competencies

1	Communication
2	Customer Focus
3	Decision Making
4	Delegating
5	Developing Others
6	Leadership
7	Leading Meetings
8	Negotiating
9	Organizational Effectiveness
10	Performance Measurement
11	Perspective
12	Problem Solving
13	Project Planning
14	Risk Management
15	Teambuilding

Project Management Competencies

(1) Communication
Communicate messages clearly and effectively, while listening carefully to others.

Code	Course Result
344m	Evaluate how well you listen to others' ideas and opinions
221m	Create communication reminders for the most frequent audiences you interact with
509m	Use three communication elements to strengthen your ability to deliver clear and concise messages
546i	Learn how to compose clear and concise emails for any audience
870i	Learn how to confidently articulate the positive attributes and benefits of your ideas

(2) Customer Focus
Understand and meet your customers' needs.

Code	Course Result
827i	Keep your customers informed of key information, progress and status updates
246i	Know what your customers' needs and what you can do to meet these needs
723i	Positively handle queries or complaints from your customers
254i	Understand the changing needs of your customers and work to anticipate and meet those needs
118i	Balance the conflicting priorities of different customers

(3) Decision Making
Make timely and informed decisions.

Code	Course Result
622m	Identify all possible outcomes before implementing a decision
511m	Analyze essential information and the pros and cons of key decisions
356i	Identify all possible outcomes before implementing a decision
417m	Involve the right people and gather the right information to make great decisions
895i	Evaluate the effectiveness of your decision making capabilities

Project Management Competencies

(4) Delegating
Know how to effectively delegate work and tasks to others.

Code	Course Result
147m	Establish clear agreements regarding what will be done when delegating to employees
222i	Determine what you can delegate to others to be more effective in your role
453i	Effectively confront others when agreements are broken
518m	Strengthen your leadership capabilities through delegation
933i	Increase buy-in for your requests when delegating to others

(5) Developing Others
Develop the skills and capabilities of others.

Code	Course Result
226m	Employees receive feedback on their job performance
108m	Recognize employees who seek out ways to improve the way things get done
613m	Create a skill development plan with your employee
635m	Top two actions your employees can do to improve their capabilities and contribute to organization
248m	Connect every employee's individual goals to the organization's vision and strategy

(6) Leadership
Motivate and inspire others to excellence.

Code	Course Result
302i	Increase the consistency between your actions and the company values
101m	Evaluate how fair you are with others
149i	Perform an integrity review on your actions and behaviors
914i	Create a concise branding statement to connect others to the organization's vision
644m	Evaluate the success of projects based on how well it moved the company towards its vision and strategy

Project Management Competencies

(7) Leading Meetings
Conduct meetings that are focused and produce desired results.

Code	Course Result
253i	Prepare thoroughly for any meeting
380i	Become a significant and contributing meeting member
495m	Create meeting behavior expectations with your team
699i	Learn how to stay focused in meetings
960i	Conduct effective and efficient meetings

(8) Negotiating
Work with others to reach accepting and beneficial agreements.

Code	Course Result
199i	Use objective criteria to evaluate proposed agreements
224i	Strengthen your ability to advocate for interests rather than positions
752i	Stay open to various and creative solutions
885i	Avoid getting personal by keeping the focus on issues, not individuals
929i	Implement negotiation strategies to cope with difficult or unethical individuals

(9) Organizational Effectiveness
Understand the organization's structure and how to get things done.

Code	Course Result
589m	Take action to provide the resources employees need for success
504i	Share with others what idea or course of action you think is best
285i	Build relationships with colleagues to learn about their role, skills and expertise
566m	Evaluate how well you manage the team or department resources
232i	Know how to navigate people relationships and within the organization's structure

Project Management Competencies

(10) Performance Measurement
Be able to assess a project's status.

Code	Course Result
204i	Actively monitor the current status of your project
249m	Set team expectations for reporting and sharing project and task status
317m	Determine how quick and informative project information will be delivered from the team
447m	Discuss with the team why problems and difficult information must be shared right away
533i	Identify the performance measures you will use to determine project performance

(11) Perspective
Continues to build a strong perspective to connect others to the larger picture.

Code	Course Result
556i	Select the actions you will take to lead the organization's vision and strategy
272i	Know the competition and how it compares to your company's products and services
278i	Analyze key experiences from the last two years to discover what you've learned
189i	Ensure alignment to the organization's strategy before committing to a project or initiative
797m	Encourage the capturing and sharing of best practices and lessons learned

(12) Problem Solving
Identify and implement the best solution to obstacles and issues.

Code	Course Result
137m	Learn how to recognize when team members need help managing conflict
608m	Use a mediation process to help groups resolve existing conflict
422m	Determine what is required to ensure issues are solved in the right way at the right time
103m	Identify a number of potential solutions for the same problem
602m	Involve others in solving important problems and issues

Project Management Competencies

(13) Project Planning
Create and maintain a workable plan to accomplish the assigned project.

Code	Course Result
286i	Ensure your project plan has the key components required for success
497i	Identify the individuals who must be informed and updated on the project plan
663i	Create a compelling and concise branding statement for your project
716i	Determine the tools and resources you will use to effectively plan your project
909m	Identify how you will involve the team in planning the project

(14) Risk Management
Identify, analyze, and respond to risks over the course of the project.

Code	Course Result
153i	Identify potential risks for any project
434i	Consider both the impact and likelihood project risks will materialize
503i	Know how to respond to project risks appropriately
743i	Minimize the consequences of adverse situations on the project
803i	Understand past problems and plan for their potential impact on the project

(15) Teambuilding
Build a culture of teamwork within the team and among different departments or groups.

Code	Course Result
296m	Encourage project teams and work teams to rely on each other's skills, knowledge, and abilities
773t	Identify actions the team can take to strengthen how they work with others within the company
862t	Create behavior norms and expectations for working together as a team
990m	Create a team culture that capitalizes on team member strengths
201t	Discuss how the team's goals and core work is directly connected to the company's strategy
163m	New hires explore how they can grow and develop within the company