



The Art of Juggling: Managing Multiple Projects

The more balls you have in the air while juggling, the more likely it is that one will fall. And, so it is with projects. In this two-day workshop, learn how to effectively manage multiple projects by examining dependencies, exploring conflicting resource demands, and capitalizing on opportunities.

Workshop Objectives

- Embrace the key behaviors that enable you to succeed in a multiple project environment.
- Identify cross-project dependencies and their impact.
- Recognize and balance conflicting resource demands across multiple projects.
- Identify and classify cross-project risks and opportunities.
- Learn best practices for beginning projects in a multiple project environment.
- Discover tactics for identifying how much management is enough management.
- Learn strategies for prioritizing projects effectively.

Course outline provided upon request.

Workshop Materials & Structure

This is a hands-on interactive workshop with a 60/40 balance between activities and lecture. The workshop is facilitator-led and supported by dynamic PowerPoint presentations, hands-on case study exercises, and large and small group discussions. Emphasis is placed on learning skills that can be transferred rapidly to the workplace with a healthy dose of fun thrown in to keep participants enthused and engaged.

All participants will receive:

- Course materials in a 3-ring binder
- Case study solutions and handouts
- Ballpoint pen
- Certification of Completion
- 14 PDUs (category 4)

Highlighters, pencils, and calculators will be provided for the participants to use throughout the workshop. Participants simply need to bring an open mind and a willingness to participate.