

## Kathie York

### Plan for Continuing Professional Development

1. Attend the International Institute for Learning, Inc.'s *International Project Management Day* virtual conference
  - a. Location: Annual online conference
  - b. Duration: One day; lectures archived for three weeks to give us a chance to view all
  - c. Delivery Type: Conference videos, PowerPoints, etc.
  - d. Cost: None. Invitation via PMI membership
  - e. Synopsis: 2011 was the first year I "attended" this conference. I was impressed! The informative lectures ranged from creating value metrics to looking ahead to project management in these turbulent times. We were able to save the PowerPoints.
  - f. PMI PDUs awarded? Yes. 12 PDUs per session
2. Guest Speaker for Local PMI Chapter
  - a. Location: Marriott "Pyramid," Albuquerque, NM
  - b. Duration: One hour (Scheduled for March, 2012. Began preparation November, 2011)
  - c. Delivery Type: Speech
  - d. Cost: None (PMI Chapter pays for my meal)
  - e. Synopsis: Speaking to the local PMI chapter, in March 2012, about business analysts and how they "fit" into project management programs/support project managers.
  - f. PMI PDUs awarded? Yes.
3. Continue Toastmasters Club Membership and Participation
  - a. Location: Albuquerque, NM
  - b. Duration: Preparation and meetings, approximately 10 hours per month
  - c. Delivery Type: Speeches or leadership role in meetings
  - d. Cost: Approximately \$100 annually (dues, manuals, etc.)
  - e. Synopsis: I am completing the assignments for the Competent Leader Award. Concurrently, I continue toward the Advanced Communicator Award using two texts: *Speeches by Management* and *Technical Presentations*. These exercises help me hone skills for successfully giving the presentations needed as a project manager.
    - i. *Management* examples: "The Briefing," "Persuade and Inspire," "Communicating Change," "Delivering Bad News"
    - ii. *Technical* examples: "The Proposal," "The Non-Technical Audience," "Enhancing a Technical Talk with the Internet," "The Technical Briefing"
  - f. PMI PDUs awarded? Unsure.
4. Continuing Membership with Project Management Institute.
  - a. Location: Marriott "Pyramid," Albuquerque, NM
  - b. Duration: Monthly meetings are two hours. Seminars, etc. are additional.
  - c. Delivery Type: PMI-based meetings. Seminars and classes are available.
  - d. Cost: \$130.00 annual dues and \$25 per meeting

- e. Synopsis: Monthly meetings address project management topics. Beginning January 2012, I will attend seminars as funds permit.
  - f. PMI PDUs awarded? Yes.
5. Continuing Membership with American Society for Quality (ASQ).
- a. Location: Courtyard by Marriott, North, Albuquerque, NM
  - b. Duration: Monthly meetings are 2 ½ hours. Seminars, etc. are additional.
  - c. Delivery Type: ASQ-based meeting. Seminars and classes are available.
  - d. Cost: \$138 annual dues and \$25 per meeting
  - e. Synopsis: Each monthly meeting covers at least one quality topic, all of which can be applied to project management. I will also be volunteering with my local chapter beginning in 2012, hopefully returning to my role as Program Chair. I will attend seminars as funds permit.
  - f. PMI PDUs awarded? Yes.
6. *How to Excel at Managing and Supervising People*
- a. Location: Durango, CO
  - b. Duration: Two days (January 11-12, 2012)
  - c. Delivery Type: Seminar
  - d. Cost: \$299
  - e. Synopsis: Training from SkillPath Seminars, Mission, KS (800-873-7545).
    - i. Day One topics include: "Add leadership to our repertoire of skills," "Positive ways to inspire, guide and lead," "Managing unwanted behaviors"
    - ii. Day Two topics include: "Communicate like a leader," "Recruit, hire and develop great employees," "Coach employees through change"
  - f. PMI PDUs awarded? Unsure. 1 CEU credit is available.
7. Prep course for PMI Certified Associate in Project Management certification
- a. Location: Mulcahy, R. (2009). *CAPM® Exam Prep*, (2<sup>nd</sup> ed.). (No city/state listed): RMC Publications, Inc. ISBN: 978-1-932735-20-8
  - b. Duration: Book, 445 pages
  - c. Delivery Type: CAPM course in book form
  - d. Cost: \$57.00
  - e. Synopsis: This seminar-in-a-book replaces a \$1,500 "cram" class. It includes exercises, sample test questions, and learning activities.
  - f. PMI PDUs awarded? No.
8. Prep course for PMI Project Management Professional certification
- a. Location: Mulcahy, R. (2011). *PMP® Exam Prep*, (7<sup>th</sup> ed.). (No city/state listed): RMC Publications, Inc. ISBN: 9781932735413
  - b. Duration: Book, 552 pages
  - c. Delivery Type: PMP course in book form
  - d. Cost: \$99.00
  - e. Synopsis: This seminar-in-a-book replaces a \$2,000 "cram" class. It includes exercises, sample test questions, and learning activities.
  - f. PMI PDUs awarded? No.

I feel proper communication is the single most important “piece” of project management. If I am not communicating properly – and leading others to do so – nothing is accomplished. To that end, here are two books I plan to study to help me become a better communicator and PM:

9. *Influencer: The Power to Change Anything*

- a. Location: Patterson, K., Grenny, J., Maxfield, D., McMillan, R. & Switzler, A. (2008). *Influencer: The power to change anything*. New York, NY: VitalSmarts, LLC. ISBN: 0071592459
- b. Duration: e-Book length 5,354
- c. Delivery Type: McGraw-Hill eBooks;
- d. Cost: \$9.43
- e. Synopsis: I have started this book and find it an excellent source for brushing up on project management communication skills. The ideas center on learning how those with whom you deal react to situations ... and how you should react back! Much like information we learned in our communications course in our MSPM program, *Influencer* is very interesting and considers concepts we can use n-o-w.
- f. PMI PDUs awarded? Unknown.

10. *Social Styles Handbook, The*

- a. Location: Wilson Learning Library. (2004). *Social styles handbook, The*. (No city/state): Nova Vista Publishing. ISBN: 978-90-77256-04-6
- b. Duration: Book, 182 pages.
- c. Delivery Type: Book
- d. Cost: \$21.65
- e. Synopsis: This text will be helpful to a new PM needing to work harmoniously with different types – ‘styles’ – of people. The book helps us understand our style and those around us (analytical, driver, amiable, expressive). One thing I especially like: it gives us tools to *recognize* other people’s types.
- f. PMI PDUs awarded? Unknown.