

# South Florida gets organized.

*Master Microsoft® Project*

February 7 - 11, 2005



**Don't be left behind.**

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If addressee is no longer with your organization,  
please deliver to your project management office.

# Master Project Management. Sleep in your own bed . . .

*Do both almost simultaneously.*

## Project Management Principles and Practices

Are you asked to get things done in your organization, but aren't sure how? Learn the skills you need to finish projects on time and budget! After 2 days, you'll walk out:

- confident—and with a plan for success!
- with the skills to motivate and manage team members!

## Project Management with Microsoft Project

It's amazing software—make it work for you! Learn to use Project like project managers do. Two days of hands-on exercises and insightful instruction will enable you to:

- efficiently use the software to plan projects!
- determine resources, time, money needed!
- track projects easily and predict future results!

## Comprehensive Microsoft Project

Master more complex projects using Microsoft Project. This three-day course with plenty of hands-on exercises will teach you how to:

- manage multiple projects!
- use earned value to evaluate project status!
- manage resources across projects!
- link content from other applications into Project!



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## . . . in South Florida.

### Schedule of Classes

#### **Project Management Principles & Practices: Feb. 7-8, 2005**

8:30 am to 4:30 pm, Ft. Lauderdale Ritz Hotel, 1234 Maplewood Road, Ft. Lauderdale, FL

#### **Project Management with Microsoft Project: Feb. 9-10, 2005**

#### **Comprehensive Microsoft Project: Feb. 9-11, 2005**

8:30 am to 4:30 pm, XYZ Computer Training, Elm Street, Ft. Lauderdale, FLA

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*Schedule Associates courses provide valuable contact hours good toward PMI®'s, CAPM or PMP® project management certification or PDU's for recertification. Take "Project Management Principles & Practices" and "Comprehensive Microsoft Project" and get all 35 contact training hours required to sit for the PMP exam!*

*"PMP®" is a certification mark of the Project Management Institute (PMI), Inc. which is registered in the United States of America and other nations. "PMI®" is a service and trademark of the Project Management Institute, Inc. which is registered in the United States and other nations.*



**Call to register today: 1-800-606-1450 or do it online: [scheduleassociates.net](http://scheduleassociates.net)**

*"Our courses offer a no-misery approach to helping you get projects DONE—and you can take them in your own city."*