



EFFECTIVE PROJECT MANAGEMENT

Presented by:

Wednesday, November 14, 2007

Triton College, Room I-106 River Grove, IL

8:00 a.m. to 4:30 p.m.



▶ **One misstep can delay an entire project.**

Today's remodeling projects are more complex than ever: estimating more accurately; producing "iron clad" contracts and estimates; conforming with ever-changing code structures; managing safety concerns; dealing with weather delays; juggling suppliers, specialty contractors, employees, deliveries; and finally emotional clients and their expectations.

EFFECTIVE PROJECT MANAGEMENT

includes:

- Organizing & Leading a Project
- Understanding Schedules
- Project Close-Out
- Dispute Resolution
- Market Trends
- Finding Projects
- Understanding & Dealing with All Parties Involved
- Project Delivery & Procurement
- Bidding & Estimating
- Winning Contracts
- Legalese & Safety
- Ethics

In this workshop, you will receive *tools that will allow you to set up a company-specific system* to keep all of these elements of a project in check, while still *keeping the sanity* of project managers, employees and company owners.

YOU CAN'T MISS THIS SEMINAR IF YOU ARE A:

- **Project Manager** who wants to learn how to do PM duties more efficiently
- **Specialty Contractor** who wants to learn how they fit into the "big picture" of Project Management
- **Supervisor of Project Managers** who want to develop a consistent Project Management Strategy for the entire company
- **Person Involved on Projects** who needs to know how projects all come together and to not be responsible for a delay!

This seminar counts for 0.7 CEU credits toward the 1.0 CEUs needed for NARI Certification Renewal.

ABOUT OUR PRESENTER:

Joe Dusek is the Director of Construction Management at Triton College in River Forest, Illinois. He received his M.S. in Management from DePaul University in Chicago. Prior to joining Triton College he had 13 years of experience in the construction management field, where he has worked as a project manager. February, 2006, saw the publication of his book, *Construction Print Reading for the 21st Century* by Thomson-Delmar Learning. He is currently working on another book, a pictorial history of River Grove, with Arcadia Publishing. By May, 2009, he plans to have earned a Ph.D. in Research Methodology and Statistics from Loyola University Chicago. He is a member of NARIGC, the Construction Specifications Institute, the American Statistical Association and the American Educational Research Association.



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3 Ways to Register for EFFECTIVE PROJECT MANAGEMENT

1. Return this form and a check (payable to NARIGC) to: NARI of Greater Chicagoland **EFFECTIVE PROJECT MANAGEMENT**
780 Lee Street, Suite 108
Des Plaines, IL 60016
2. FAX this form (no cover necessary) and credit card payment to 847-388-4800. (This number is secure.)
3. PHONE it in (credit card payments) to 847-298-6212

Registration form for **EFFECTIVE PROJECT MANAGEMENT**



PRIMARY REGISTRANT

NAME _____

COMPANY _____

ADDRESS _____

PHONE _____

FAX _____

EMAIL _____

TOTAL AMOUNT DUE: \$ _____

Payment Information

Check Visa Master Card American Express

CREDIT CARD NUMBER _____

EXP. DATE _____

CARDHOLDER SIGNATURE _____

REGISTRATION FEES

**PRIMARY Registrant
from Company
\$149.00**

**ADDITIONAL
Registrants
\$74.50 each**

Additional Registrants from Same Company:
