



Training Programs to Let us **LEAD TOGETHER FOR A CHANGE™**

LEAD TOGETHER FOR A CHANGE™ (LTC™) Training Programs



**How to Become
The Best Project and Change Management
Leaders and Teams in your Field of Work
Through
“Immediately Actionable” World Class Training**



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LEAD TOGETHER FOR A CHANGE™ (LTC™) Training Programs

I offer **customized immediately actionable** training on project and change management to:

- Private businesses
- Governmental agencies and entities
- Not-for-profit organizations
- Communities, Groups and Teams of all kinds

All workshops, seminars and courses are based on time proven agile and lean values and best practices. They promote the planning and the successful realization of any project/change endeavor, as the participants learn:

- **How to use** and leverage time proven, highly effective agile/lean, co-creative and collaborative project management best practices
- **How to apply** essential co-leadership values and principles to develop high performing, best in their field project teams and leaders

They all include virtual coaching assistance to participants to empower them and enable them to immediately use on real projects the new best practices and skills they are learning

6 types of training contents are offered:

1. **Global project management training**, covering all aspects of project management
2. **Specific project best practices training**, focusing on one or a few specific best practices and techniques
3. **Team development and collaborative skills training**, focussing on human aspects
4. **Organizational change management training**
5. **On-demand customized project-based training**

All training packages can be delivered in English and in French

The price per participant you will pay for this customized training, either given in-house or in a location of your choice outside your work premises, will be well below the price you have to pay for public workshops. And this price will include the customization of the contents to meet your specific needs, the coaching assistance to render what has been learned immediately actionable, and my related travel expenses. Your ROI on **LTC™ Training Programs** will not only be very high; the anticipated benefits will materialize and will be felt very fast by your organization, by participating project stakeholders and team members, and by yourself as a participant and/or as the sponsor of this training.

We can meet face to face if I am close by. If I am not, we can meet by telephone, by skype or video conferencing to discuss any specific training programs, their customization to meet your current needs, pricing and conditions.

Call me: (514) 993-4959 | Skype me: [leadtogether_forchange](https://www.skype.com/people/leadtogether_forchange) | Email me: emond.claude@gmail.com



1 LTC™ Global Project Management Training Programs

LTC™ Global Project Management Training Programs come in 2 formats: Advanced Project Management and Introduction to Project Management. The participants to those programs learn the elements of a complete Agile Project Management Framework. In so doing they will learn:

The best project management practices available

- **How to use** these best practices to stimulate early project team mobilization, engagement, alignment and high performance
- **How to develop** and capitalize on their mobilized, high performing team to execute successfully project work, do it faster and more economically
- **How to maximize** the benefits anticipated from their projects, BOTH during project realization and after project completion, once the best deliverables possible are transferred to their operational users.

1.1 LTC™ Advanced Project Management Workshop (4 day and 6 day version)

The Advanced Project Management Workshop is a 4 to 6 day training program that covers all aspects of project management. Depending on the needs of the participating organizations or groups, it can be customized to be delivered over 4 days or 6 days.

The 4-day LTC™ Advanced Project Management LTC Workshop

The 4-day LTC™ version covers all the aspects and knowledge areas of project management, putting the main emphasis on best practices (Know How To Do) and some emphasis on best behaviors (Know How To Be). Although those two complementary aspects of projects are covered in an integrated manner, about two thirds of the time is dedicated to learning and experimenting best practices and one third of the time addresses human aspects. Typically:

- Day 1 covers project/iteration definition, breakdown and organization best practices and skills
- Day 2 covers mainly human aspects, namely: team mobilization, motivation, conflict management and leadership styles
- Day 3 covers detailed project/iteration planning best practices and skills, and developing a project monitoring dashboard
- Day 4 covers project/iteration execution and monitoring best practices, managing changes and project/iteration retrospection and closing best practices and skills

Ideally, only one day of formal in-class training session is given in a week, to accelerate the learning curve through the use of the knowledge in real time on actual projects on which the participants are involved. The days between two in-class sessions are used to immediately put into action what has been learned; virtual coaching by the workshop leader is included with the training package.

The workshop can be given in two waves of 2 days, separated by two weeks. It is not offered as a 4-day in a row package, as there is too much content, best practices and skills to be effectively absorbed by the participants in such a small period. The days between the in-class sessions are also necessary to give the chance to participants to be coached on real projects and assimilate new practices and behaviors through live action.



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The 6-day LTC™ Advanced Project Management LTC Workshop

The 6-day **LTC™** workshop also covers all the aspects and knowledge areas of project management, putting an EQUAL emphasis on BOTH best practices (Know How To Do) and best behaviors (Know How To Be). It is offered to organizations that desire to develop equally, simultaneously best practices and agile collaborative team leadership skills. Typically:

- Day 1 covers project/iteration definition, breakdown and organization best practices and skills
- Day 2 covers detailed project/iteration planning best practices and skills, and developing a project monitoring dashboard
- Day 3 covers project/iteration execution and monitoring best practices, managing changes and project/iteration retrospection and closing best practices and skills
- Day 4 covers uncertainty management, risk planning and risk management best practices, skills and behaviors
- Day 5 covers agile team building and development, emotional intelligence, leadership styles and motivation
- Day 6 covers Day 2 covers continuous team engagement and alignment, generative collaboration, conflict management, co-creativity and co-leadership

As for the 4-day version the 6-day **LTC™** Advanced Project Management Workshop can be given in all kinds of configuration but never more than 2 days per week to foster accelerated learning through application and coaching on actual projects.

1.2 The LTC™ Introduction to AgiLean Project Management Workshop

The **LTC™** Introduction to Project Management is a “2-day in a row” workshop that covers all the aspects and knowledge areas of project management. Its aim is to:

- Give to project leaders and team members an overall understanding of project management
- Initiate project leaders and team members to new best practices and behaviors through in-class project team work on a theoretical collective project

This workshop uses very effective agile/lean tools and techniques to permit a fast-paced coverage of the contents of the 4-day **LTC™** Advanced Project Management Workshop. The workshop contents are immediately actionable via the in-class team exercises. It delivers enough initial hands-on experimentation to give to the participants a good understanding of project management and relevant basic project skills to improve their project work and be better project team members.



2 LTC™ Project Best Practices Training Programs

I have developed and can deliver training seminars, courses and modules to develop and learn **how to use** effectively specific project-oriented best practices and skills:

2.1 LTC™ Project Risk Identification and Management Skills Training

You can opt for a 1-day introductory seminar or a 2-day advanced workshop.

In the 2-day version, the 2 days can be separated into two 1-day weekly in-class sessions and coaching assistance can be included between the in-class sessions and after to support immediate use of the new risk management skills on actual projects.

The 2 day workshop can also be arranged to be integrated with a formal real-time risk assessment on one of your projects. In this instance, the project main stakeholders:

- Learn **how to perform** risk identification, risk assessment and risk response planning
- are coached and supported while they perform formal risk assessment and develop a risk response plan actionable immediately

This option has been applied successfully for reducing risks on very large product development and engineering-construction projects for major enterprises like EXFO, SNC-Lavalin, Falconbridge, AECOM and TATA Steel

2.2 The LTC™ Project Monitoring Dashboard Development Seminar

This 1-day seminar is an introduction to effective project monitoring and performance measurement. The participants learn **how to build** a project monitoring dashboard and **how to make** it evolve to be useful and stay relevant during the entire life of a project.

This seminar can be extended to a second consecutive day, during which project stakeholders are coached while they simultaneously develop their dashboard for monitoring a specific project or a group of similar projects.

2.3 The LTC™ Project Start-up Skills Seminar

This 1-day seminar use hands-on group experimentation to learn project/phase/iteration start-up skills to produce three deliverables essential to further project planning. Participants learn:

- **How to document** the purpose, issues and main parameters of a project by collaboratively writing and sharing a proper project/phase definition
- **How to document** short term project deliverables by collaboratively producing effective work breakdown structures (WBS) and story boards
- **How to clearly organize** project work and engage project stakeholders by collaboratively developing effective role and responsibility matrices

This seminar can be extended to a second consecutive day, during which stakeholders on a same project are coached while they simultaneously produce together these essential project start-up deliverables.



3 LTC™ Team Development and Collaborative Skills Training Programs

I have developed and can deliver training seminars, courses and modules to improve your collaborative skills and develop high performing teams:

3.1 LTC™ Agile, High Performing Teams Development Workshop

Participants to this 2-day workshop learn:

- **How to build** and develop Agile High Performing Teams will learning about emotional intelligence, leadership styles, motivation and how to foster the right project
- **How to ensure** continuous team engagement and alignment through generative collaboration, conflict management, co-creativity and co-leadership

It can be extended to a third day to include the development and management of multicultural, distributed and virtual teams.

This workshop can be given to the members of the same project team and used the as a platform to develop, engage and align the participants and change them into a High performing team dedicated to the successful execution of this project. It can also be used as a platform to re-engage and re-align the stakeholders on a project that needs to be turned around.

3.2 LTC™ Project Communication Skills Seminar

Participants to this 1-day seminar learn about communication issues and the most effective communication models, approaches and techniques to use in a project setting. They learn:

- **How to measure and improve** their own individual communication style
- **How to communicate** more effectively towards higher project team performance

3.3 LTC™ “Collective Intelligence”-Based Decision Making Workshop

This 1-day workshop, given in partnership Synergy4, is offered to BOTH operational and project managers dealing with complex changes. The participants learn, through a real life case provided by one of them:

- **How to use** collective intelligence gathering techniques and the contextual knowledge of their employees, team members and collaborators to stimulate the emergence of the best possible courses of action
- **How to make** decisions based on those collectively emerging possible solutions without losing their autonomy and formal authority as accountable managers and decision makers

When this workshop is delivered to the members of a same group or team, the real life example used can be one involving them all, so the emerging best course of action can become immediately actionable. Furthermore, the whole group simultaneously learns to use together new, better brainstorming techniques based on collective intelligence and knows how to take better decisions in the face complex change



4 LTC™ Organizational Change Management Training Programs

Through decades of consulting and coaching work, I have helped many client organizations to implement major organizational changes, mostly on organizational processes and structures involving project, programs and project portfolio activities. In the process, I have developed unique, very effective world class approaches and methodologies that increase the success rate of those changes, as well as accelerate and maximize their anticipated benefits. I have developed and can deliver training seminars, courses and modules that show participants:

- A step by step framework to implement successfully project-oriented organizational changes
- **How to use** this framework to deliver rapidly highly beneficial and sustainable organizational change
- **How to become** and stay the best in their field through the collaborative organizational culture emerging with the use of this framework

4.1 LTC™ Project Portfolio Implementation and Management Workshop

During this workshop, participants learn:

- Why project portfolio management (PPM) is so important to the success and sustainability of organizations
- The main components of a viable project portfolio management process and how they work together
- How this process is linked with all the other major business processes in place
- How PPM can improve overall operational performance
- The main advantages and pitfalls of project portfolio management processes
- **How to measure** the effectiveness of current PPM activities (organizational maturity)
- **How to implement** a PPM process that works, is flexible and easily adaptable to new circumstances, through collaborative change management
- **How to manage** a corporate portfolio of projects to accelerate and maximize benefits realization while reducing overall business/organisational risks

This workshop can be given as a one day seminar to introduce managers to the mechanisms and benefits of project portfolio management. It can also be given as a 2-day workshop, with a detailed case study to experiment hands-on how we develop a PPM process from scratch. Your own portfolio of projects can be used during this workshop, so that the result of the workshop will be immediately actionable as the preliminary building blocks of your new or improved PPM process.



4.2 LTC™ Emerging Change Management with Changeboxing Workshop

The unique implementation and management approach I have developed while working on major organizational changes projects is called **Changeboxing (Change + Timeboxing)**. It combines the use of specific agile/lean collaborative project delivery techniques to the natural self-organization emergence phenomenon that takes place when change is inevitable. This collaborative change emergence methodology, in the right circumstances, accelerates the implementation of sustainable organizational changes while optimizing the realization of anticipated benefits. Change projects supported by Changeboxing have been well documented and the approach adjusted and improved over the last 8 years.

I offer a one day workshop in which participants learn:

- Why usual top down approaches to organizational changes do not work
- How to identify and measure 8 of the conditions necessary to the successful implementation of beneficial sustainable organizational change
- How to measure the DICE index (probability of success) of an organizational change project
- The different steps of the Changeboxing methodology and how to adjust them to meet specific contextual circumstances
- How to apply the methodology to a specific change project of their choice

When the workshop is given to team members and stakeholders of the same organizational change project, this project can be used as the case study for the hands-on experimentation of one Changeboxing cycle. The result of this experimentation will be the production of a deliverable that can be used in the implementation of the project.

4.3 LTC™ Collaborative Project-based Culture, Processes and Structures Development and Implementation Workshop

I offer a 3 day workshop on how to put in place an effective project-based organizational culture to ensure organization can continuously evolve and adapt to a complex, turbulent and continuously changing business environment. In this workshop, participants learn:

- **How to segregate** recurring operational activities and project activities, in order to manage them differently
- The essential elements of typical successful project, program and project portfolio management processes and support structures (including POs, PMOs and PSOs)
- **How to link and integrate** those different processes and support structures together
- **How to define, implement and use** the best support structures for each of those processes and the unique implementation and management approach you developed for your projects during the workshop
- **How to use** the Changeboxing methodology to stimulate the emergence of the necessary collaborative organizational culture
- **How to accelerate** the implementation of sustainable agile project-based processes and structures that will optimize organizational benefits from project work and change endeavors and be easily adapted to new business conditions



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The workshop is normally given in support to an actual project-based processes and structures implementation or improvement project. It includes in the 3rd day, the collaborative development of a new project definition document, integrating Changeboxing activities, to be immediately actionable at the end of the workshop. A

5 **LTC**™ On-demand Customized Project-Based Training Programs

I can develop and deliver new on-demand customized programs to meet all your specific needs for project-based training.

These programs can include and integrate a mix of workshops and seminars of different duration adapted to the needs of your different audiences. For example, my business partner and I developed and delivered, over a 3-year period, a complete **LTC**™ Project Management training program for the employees of [Aéroports de Montreal](#). This program was based on their new project management process and documentation (which we helped to develop, using Changeboxing methodology) and offered seminars on many different best practices as well as on project conflict management and influence soft skills. It was given in 3 different formats depending on the audience: 8h workshops for project managers and leaders, 4h seminars for project team members and project sponsors, and 2h information sessions for upper management (the VPs and the CEO). over a 3 year period Quali-Scope peut développer et livrer des formations de 2, 4, et 8h sur tout sujet de votre choix touchant le management par projet (projet, programme, portefeuille).

LTC™ On-demand Customized Project-Based Training Programs can cover any type of content (Earned Value Management, Cost Management, Stakeholder Engagement, Detailed Planning Techniques, Human Aspects, Project Governance, Executive Sponsorship, Project Roles and Responsibilities etc.) as long as it is related to project-based activities and agile-lean, collaborative approaches. They can be designed

to support your current and new in-house processes and best practices as well as

to provide advanced training that will help you to introduce, promote, foster, develop and implement new best practices and high performing project team behaviors



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What makes **LTC**™ training different?

The contents of a **LEAD TOGETHER FOR A CHANGE**™ training package are **immediately actionable and will give the results you are looking for:**

- They are customized to meet your specific needs
- They respect your current culture and values
- They are designed as “Form**Actions**” in which you internalize and experience new best practices and behaviors, simultaneously as you learn them
- They cover BOTH the best agile and lean practices (Know How to Do) AND the associated collaborative behaviors (Know How To Be) that must be put in place to make those best practices effective

All **LTC**™ training packages are designed to get you to immediately harness the best project-oriented practices and behaviors through:

- The experimentation of new tools and techniques via very effective mind-opening in-class team exercises
- The use of new tools and techniques, during training sessions, on one of your own projects, individually or with members of your project team
- The “coach-assisted” integration of the best practices on one of your own projects, in-between and after the formal in-class group training sessions
- The simultaneous “coach-assisted” development and integration of the highly effective, agile collaborative behaviors and soft skills that are the fabric of all high performing successful teams.

For more than a decade now, our workshops, seminars and courses have been delivered to hundreds of managers and team members across the world. This training has contributed to change participants into high performing project and change program leaders and team members.

All **LTC**™ training modules aim at making yourself, your organization, your employees and the members of your project teams some of the best project-oriented leaders, practitioners and achievers in your field of work. Each module help participants become and be recognized as agile, highly performing and successful managers, leaders and teams members who:

- Can and will deliver standalone projects or multi-project programs of any type and size
- Can and will create win-win conditions that maximize the benefits of all project and program stakeholders
- Can and will implement, improve and manage highly effective project portfolio, program and project management processes, governance mechanisms and structures (PMOs and others)
- Can and will contribute to make any project and change endeavor a sustainable success



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LTC™ training programs are not programs offered to the general public. I prefer to custom-fit each program to your needs as a small, medium or large organization, and to bring you maximum relevance and value as an investment.

The value and limits of training programs, and what I am prepared to do for you

A training seminar or workshop will rarely, by itself, generate a sustainable change towards better processes, better behaviors, better performance and increased productivity. Therefore it is best delivered as part of a larger organizational endeavor to improve processes, performance and productivity.

I can deliver a stand-alone training workshop to you, your teams and your collaborators. But I won't deliver anything that is not at least minimally customized:

- To meet your current needs.
- To be aligned with your culture and values.
- To be immediately actionable through real projects that the participants will use to apply their new knowledge, skills and tools, if possible directly during the workshop, through individual and group exercises and frequent retrospectives and discussions.

And I will offer to help you make the most of this training by making it part of a more integrated organizational effort.

Under special circumstances, I will consider “public” workshops and seminars with participants from many different organizations. Properly focused and designed, they can have the advantage of giving participants an informal access to different organizational cultures, practices and realities.