




◆ hp-u.de | "You are supposed to dig the well, - before you'll get thirsty!"

WELCOME!

You may be eager for training events about project management subjects, especially in the automotive supply industry? Then this flyer could be of interest for you! Go ahead and check out where you would like to **improve!**

I am living in the north of Bavaria, a beautiful state in the south-east of  Germany, two hours north of Nuremberg. Usually I offer online training, using MS-Teams.



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hp-u.de

◆ Hans Porzel

Unternehmensberatung

Mozartstrasse 4

D-96349 Steinwiesen

Cell phone +49 176 / 56 83 44 79

hans.porzel@hp-u.de



www.hp-u.de

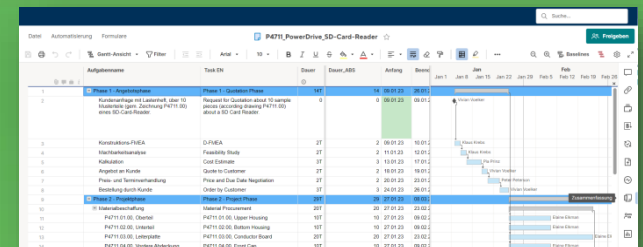


Learn to understand SMARTSHEET, this awesome project tracking software, **in just 1 ½ days**. Main topics are: Planning directions (forward / backward), children and parent tasks, handling milestone types, dependencies, complex boxed formulas (VLOOKUP, IF, ...), conditional formatting, handling KPI's (Key Process Indicators). Display statements: "At which stage are we currently in the project?", reports, dashboards, and tons more valuable insights.

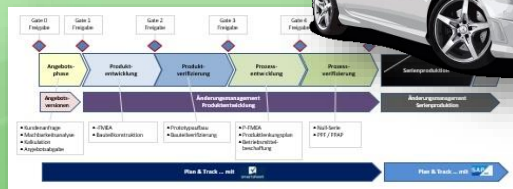


Project Template

You got a customer request, ... then bring it through a so-called Intake Sheet into your system. Route it around by work-flow and then go through all the stages (phases) of your future project plan. We can create this template in Smartsheet together!



Classic Waterfall Project Management



You would like to know how all the steps (actually Tasks and Phases) interact with each other? How they are intertwined? You would like to know if there is **something missing or redundant?** Or in other words, "Check, if your projects are efficient?". Well, ... then give it a try!

Effectivity - Workshops



Perhaps over the last few years your company has also gained **fat** in project management? A profound review, perhaps by an experienced external person (me! 😊), can't hurt, right? My milkmaid calculation shows that **you can easily save ½ million USD in the next 5 years**. So, why would you still hesitate?!



Agil Project-MM (Scrum)

Lots of people talk about "**Agile** (Project Management)", but the reality shows that no one really knows what it is. **Ups!** You know it? In the IT world it's common practice, but in the automotive industry ..., there it seems everybody denies to introduce and step onto a new path. So if you like we can discuss this new approach, to **get things done twice as much, - in half the time!**



Microsoft Project 2010, - The Classic PMIS (Project Management Information System). Many project managers got it just installed on the hard drive of their computer ... and then got left alone, ... actually sadly abandoned. If so, that's a pity, isn't it?! But that can be changed with a sound training ... So learn how to deal with MS-Project and become friends with each other!



Microsoft Office Excel, PowerPoint, Outlook, Word

The Microsoft Office products are inextricably linked to project management: Excel, Power Point, Outlook and Word. Through training in these areas, you can **qualify your employees and as well motivate them**. Learn more about VLOOKUP, Slide Master, OWA & Co, by going through real case studies.

Learn how **Microsoft** ticks ...



US-American English

We are living in a more and more global world. Imagine, just Europe has already 24 different languages. Who speaks these many languages? Nobody! So English has become a key success factor in project management! Here I offer Europeans (maybe at your subsidiaries) support in all areas, from elementary ..., to project-related ..., or talking to real Americans.