"You are supposed to dig the well, - before you'll get thirsty!"

◆ **hp-u.de** |

WELCOME!

If you are interested in training events for project management subjects, especially in the automotive supply industry, then this flyer is for you. Check out where you would like to improve!

I live in the north of Bavaria, a beautiful state in the southeast of Germany, two hours from Nuremberg. I offer online training using MS-Teams.

© hp-u.de; 08/2023

hp-u.de

◆ Hans Porzel

Unternehmensberatung

Mozartstrasse 4

D-96349 Steinwiesen

Cell phone +49 176 / 56 83 44 79

hans.porzel@hp-u.de

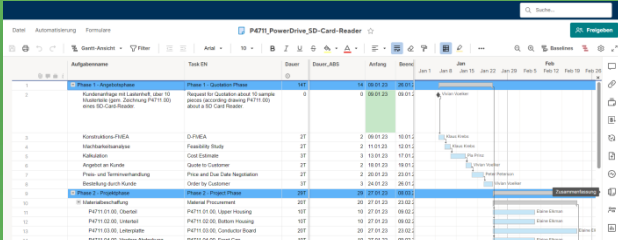**SCAN ME**

www.hp-u.de

☑ smartsheet

Learn SMARTSHEET, **an awesome project tracking software, in just 1 1/2 days.** Topics include: 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.
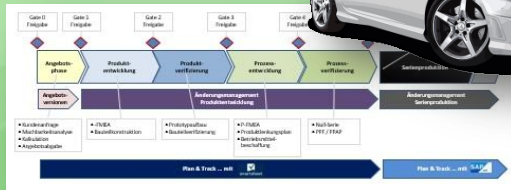
☑ smartsheet

Project Template

You receive a customer request ... bring it into your system via an Intake Sheet. 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!**
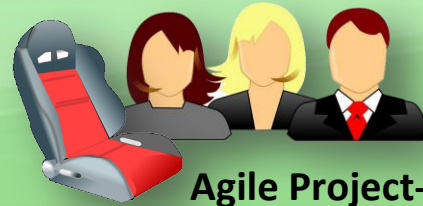
Classic Waterfall Project Management

Would you like to know how all the steps (tasks and phases) interact with each other? How they are intertwined? **Do you need to know if something is missing or redundant?** Let's check your Classic Waterfall Project Management to find out if your projects are efficient.

Agile Project-MM (SCRUM)

Many people talk about "Agile Project Management" but in reality, it seems no one really knows what it is. In the IT world, it's common practice, but in the automotive industry, it is a new path people have not yet taken. We can discuss this new approach **to getting twice as many things done ... in half the time!**

Microsoft Office Excel, PowerPoint, Outlook, Word

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, as well as motivate them**. Learn more about VLOOKUP, Slide Master, OWA & Co, by going through real case studies.

Learn how **Microsoft** ticks …

Effectivity
Workshops

Has your company gained fat in project management over the last few years?
A thorough review by an experienced external person (me! ☺) can surely help!
My calculation show **you can easily save ½ million USD in the next 5 years**.
So, why would you still hesitate?!

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 are 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!**

US-American English

We are living in a more and more global world. Imagine, just Europe has already 24 different languages. Even the brightest of us can't speak all of them! 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 even speaking with real Americans!