Program, Design & Management (PDM) Credential

PDMC-Cv.19

12 Weeks

Description

The Program Design and Management (PDM) Credential is a formal recognition of your professional development and commitment to continuous learning. Pursuing an PDM Credential allows you to further your knowledge and skills on a convenient, flexible schedule of your own design. Our professional credential programs run throughout the year and are typically twelve weeks to thirty-six weeks in duration. The credentials are offered in four areas of concentration, providing management with the opportunity to tailor their education plans to meet their own specific interests and program goals. To qualify for an PDM Credential, **participants must complete one exam—within their chosen credential track—within a 12 week period.** Our open enrollment, credential development programs are **offered in four areas of concentration or tracks**, which address the program needs and goals of agencies around the US: Program Governance, Strategy Planning & Data Management, Program Monitoring and Self-Assessment; and Management and Leadership (ML).

Prerequisites

- Knowledge of Performance Standards

Who Should Take This Course?

This course has developed for Program Managers, who are responsible for staff-development activities will also benefit from this conference. All Head Start staff, regardless of their roles or responsibilities, need to understand the information and demonstrate the skills presented in this credential. Managers will find the credential useful in planning and implementing and monitoring their content areas.

Objectives

- ✓ Increase effectiveness and efficiency as a program manager in a program environment
- ✓ Analyze program, project, and assignments within a program
- ✓ Explore the program life cycle and identify success factors at each step in the process
- ✓ Evaluate the relationship between program requirements and overall success criteria
- ✓ Implement various program management tools and techniques
- ✓ Apply effective leadership strategies for program management
- ✓ Maintain continuous alignment of program scope with strategic objectives
- ✓ Analyze differences between program and project risks
- ✓ Ensure the quality of project deliverables and their impact on program level management
- ✓ Coordinate program and project activities
- ✓ Maintain communication with internal and external stakeholders at multiple levels

Outline

Introduction to Program Management
- What is Program Management
- Projects, Program and Assignments
- Program Management in a Head Start Environment
- Characteristics of an Effective Program Manager

Program Initiation

Concept Definition
Mission and Vision
Organizational Alignment
Program Management Case

Structures and Stakeholders in Program
- Program Structure
- Program Stakeholders
- Manage Stakeholders Expectations

Program Leadership and Communications

      Program Leadership
      Program Leadership Characteristics
      Program Management Communication

Program Planning
      Planning Perspectives
      Developing the Integrated Plan
      Identify Components in Program Management
      Role of Governance in Program Management

Program Monitoring
      Monitoring Processes
      Program and Schedule Improvement

Content Area Agenda - Concentration

      #PFCE4 Rev. 09/25