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**Customer Care Hours:**

**8:30 am – 5:30 pm ET USA (M-F)**

**COURSE CATEGORY: AGILE PROJECT MANAGEMENT (21.50 PDUs)**

**COURSE SERIES OVERVIEW**

**Agile Project Management Essentials (2)**

Define Agile methodologies, core values and principles for Agile project management. Identify differences between Agile and other methods.

**Adopting an Agile Approach to Project Management (2)**

Identify steps for adopting an Agile project management approach, myths and misconceptions about Agile development approaches, and factors when considering to adopt Agile practices.

**An Overview of Agile Methodologies (1.5)**

Explore the key methodologies available to Agile practitioners. Explain Agile methodologies and the guiding principles and practices of each.

**Overview of the Scrum Development Process (2)**

Gain concepts about Scrum practices, major phases of the Scrum development process, roles and responsibilities of the Scrum team, and activities performed in each Scrum phase.

**Agile Planning: Project Initiating and Requirements Gathering (1.5)**

Determine appropriate levels of planning using Agile methods. Build a business case. Initiate and gather requirements for an Agile project.

**Agile Planning: Doing Estimates + Completing the Release Plan (2)**

Gain techniques used in release planning to create estimates and prioritize requirements included in the project backlog. Define team velocity and ways to distribute work among iterations.

**Planning and Monitoring Iterations on an Agile Project (2.5)**

Define a process to plan iterations. Create an iteration backlog. Create a schedule using buffering principles. Identify key tools and methods used by Agile teams to monitor and report project progress.

**Leading an Agile Team (2)**

Determine the role of the project manager on Agile projects. Explore the mindset of an Agile project leader. Define characteristics of an Agile project team. Understand team agility performance assessments.

**Managing Stakeholder Engagement on an Agile Project (2)**

Categorize stakeholder types. Identify tools, techniques and strategies for involving and engaging stakeholders during the project life cycle.

**Ensuring Delivery of Value and Quality in Agile Projects (2)**

Determine Agile practices and strategies for promoting quality on an Agile project.

**Core PMI® Values and Ethical Standards (2)**

Explain mandatory and aspirational standards based on the PMI® Code of Ethics and Professional Conduct.

**SUBSCRIPTION PLANS**

Agile Project Management

Combo Pack #2

Talent Triangle Course Pack 7

Talent Triangle Course Pack 8

Talent Triangle Course Pack 9

Talent Triangle Course Pack 10

Talent Triangle PDUs Awarded

**Total PDUs**

**21.50**

**Technical (T)**

**15.75**

**Leadership (L)**

**3.50**

**Strategic (S)**

**2.25**

**COURSE CATEGORY: BUSINESS ANALYSIS + REQUIREMENTS (21 PDUs)**

**COURSE SERIES OVERVIEW**

**Introduction to Business Analysis + Essential Competencies (2)**

Define business analysis, identify the essential competencies required for effective business analysis, and provide a foundation for applying business analysis principles on any project.

**Introduction to Business Analysis Planning (2.5)**

Identify and select the best business analysis approaches, explore techniques for defining a business analysis approach, process modeling and structured walkthroughs, identify how to perform stakeholder analysis, and estimate effort for business analysis work on a project.

**Planning Business Analysis Communication + Monitoring (2.5)**

Planning for business analysis communications, planning for requirements management, planning on how to measure business analysis performance, and effectively performing lessons learned on a project.

**Business Analysis Requirements Elicitation (2)**

Define the purpose of requirements elicitation. Explore how to use brainstorming, document analysis, interface analysis, and prototyping techniques to elicit requirements. Document and confirm requirements.

**Business Analysis Requirements Management + Communication (2)**

Manage solution scope and requirements using baselining and problem tracking techniques. Maintain and prepare requirements with a requirements package. Communicate requirements through requirements workshops and structured walkthroughs.

**Business Analysis: Enterprise Analysis (2.5)**

Define business needs and gaps. Assess capability gaps. Determine a solution approach. Define solution scope. Define a business case for gathering data and being persuasive to justify a proposed solution.

**Business Analysis: Introduction to Requirements Analysis (2.5)**

Explore methods for prioritizing and organizing requirements. Identify how to specify and model requirements. Explain the basics of business analysis.

**Business Analysis: Verify and Validate Requirements (2)**

Identify techniques for defining project assumptions and constraints. Identify techniques that can be used to verify and validate and select the best technique to use in a given scenario.

**Business Analysis: Solution Assessment and Validation (3)**

Identify the elements and techniques for assessing a proposed solution, allocating requirements, and assessing organizational readiness. Explore ways to define transition requirements, and examine the techniques for validating and evaluating solutions and their performance.

**SUBSCRIPTION PLANS**

**Business Analysis + Requirements**

**Combo Pack #2**

**Combo Pack #4**

**Talent Triangle Course Pack 1**

**Talent Triangle PDUs Awarded**

**Total PDUs**

**21.00**

**Technical (T)**

**3.00**

**Leadership (L)**

**1.50**

**Strategic (S)**

**16.50**

**COURSE CATEGORY: COMMUNICATION SKILLS (20 PDUs)**

Talent Triangle PDUs Awarded			
<b>Technical (T)</b>	<b>Leadership (L)</b>	<b>Strategic (S)</b>	<b>Total PDUs</b>
<b>5.00</b>	<b>7.75</b>	<b>7.25</b>	<b>20.00</b>

**COURSE SERIES OVERVIEW**

**Interpersonal Communication Series (5)**

Communicate with confidence, target your message, listen, communicate assertively, and be approachable.

**Fundamentals of Working with Difficult People Series (5)**

Course topics include identifying difficult people, working with aggressive people, negative people, and self-serving people, and dealing with micro-managers.

**Listening Essentials Series (2)**

Gain concepts for the basics of listening and ways to improve your listening skills.

**Constructive Feedback and Criticism Series (3)**

Identify steps and methods when giving feedback and giving constructive criticism. Gain techniques for receiving feedback and criticism.

**Fundamentals of Cross Cultural Communication Series (3)**

Gain an appreciation for culture and its effect on communication, considerations when communicating across cultures, and ways to improve communication in cross-cultural relationships.

**Workplace Conflict (2)**

Students taking these courses explore the types of conflicts that are likely to occur in a work setting and gain techniques for effectively handling and responding to conflicts that do occur.

**SUBSCRIPTION PLANS**

Communication Skills

Combo Pack #1

Combo Pack #5

Talent Triangle Course Pack 1

Talent Triangle Course Pack 2

Talent Triangle Course Pack 3

Talent Triangle Course Pack 7

## COURSE CATEGORY: CONSULTING SKILLS (21 PDUs)

### Talent Triangle PDUs Awarded

Technical (T)	Leadership (L)	Strategic (S)	Total PDUs
3.75	4.00	13.25	21.00

### COURSE SERIES OVERVIEW

#### Essentials of Facilitating Series (3)

Identify how to use facilitation skills as a project manager, to facilitate collaborative processes, and deal with the challenges of facilitating.

#### Communicating Effectively with the 'C' Level Series (2)

Prepare to communicate effectively at the 'C' level. Gain techniques that can be used for communicating effectively with senior executives.

#### Running Effective Business Meetings Series (3)

Prepare for effective business meetings, manage effective business meetings, and deal with common meeting problems.

#### Basic Presentation Skills Series (3)

Gain essential knowledge and skills for planning a presentation, creating a presentation, and delivering a presentation.

#### Difficult Conversations Series (3)

There comes a time in almost any project when you will need to engage in a difficult conversation with a project sponsor, team leader, client stakeholder or project staff member. This online course series presents ways to prepare for a difficult conversation, steps for engaging in a difficult conversation, and techniques to effectively handle the conversation.

#### Stakeholder Management Series (3)

Identify who should be actively involved, when they should be involved and ways to effectively manage stakeholder involvement and expectations throughout the project (based on PMBOK® Guide 5th Edition).

#### Getting Results without Direct Authority Series (4)

Increase your knowledge, skills and techniques for building relationships and credibility, using persuasive communication, using reciprocity, and influencing your boss in ways to get results without having the direct authority on your projects.

### SUBSCRIPTION PLANS

Consulting Skills

Combo Pack #2

Combo Pack #4

Combo Pack #5

Talent Triangle Course Pack 2

**COURSE CATEGORY: LEADERSHIP SKILLS (20 PDUs)**

Talent Triangle PDUs Awarded			
Technical (T)	Leadership (L)	Strategic (S)	Total PDUs
0.00	13.75	6.25	20.00

**COURSE SERIES OVERVIEW**

**Leadership Essentials Series (8)**

Explore the essentials of leadership: Motivating employees, communicating vision, building your influence as a leader, leading with emotional intelligence, leading with business execution, leading innovation, leading change, and creating your own leadership development plan.

**Creating a Positive Work Environment (1)**

Identify ways for creating and maintaining a positive work environment.

**Making Cross-Functional Teams Work Series (3)**

Explore cross-functional team fundamentals, identify key strategies for managing cross-functional teams, and gain techniques for managing internal dynamics in a cross-functional team.

**Setting and Managing Organizational Priorities Series (4)**

Identify how to set the mission and goals of the organization and manage priorities in relation to the mission and goals. Determine and develop appropriate ways to motivate and communicate that align to the mission and goals of the organization.

**The Voice of Leadership Series (4)**

Explore concepts relating to the Voice of Leadership, including inspirational leadership, self-assessment and motivation, effective leadership communication strategies, and the power of leadership messaging.

**SUBSCRIPTION PLANS**

[Leadership Skills](#)

[Combo Pack #3](#)

[Talent Triangle Course Pack 4](#)

[Talent Triangle Course Pack 8](#)

**COURSE CATEGORY: MANAGEMENT SKILLS (20 PDUs)**
**Talent Triangle PDUs Awarded**

Technical (T)	Leadership (L)	Strategic (S)	Total PDUs
0.00	11.00	9.00	20.00

**COURSE SERIES OVERVIEW**
**Business Coaching Essentials Series (4)**

Explore the essentials of business coaching. Getting ready to coach, conducting coaching sessions, building the coaching relationship, and using different coaching styles.

**Management Essentials Series (7)**

Gain essential management concepts and techniques for directing others, delegating, develop team members, confronting difficult employee behavior, managing a diverse team, treating team members fairly, and caring for your team members.

**Advanced Management Skills Series (6)**

Developing a high-performance organization, employing cross-functional strategic management, managing for rapid change and uncertainty, managing high performers, managing new managers, and managing experienced managers.

**Managing during Difficult Times Series (3)**

Identify ways to communicate effectively, manage resources and manage attitudes during difficult times.

**SUBSCRIPTION PLANS**
[Management Skills](#)
[Combo Pack #3](#)
[Combo Pack #5](#)
[Talent Triangle Course Pack 5](#)
[Talent Triangle Course Pack 9](#)



**COURSE CATEGORY: PROFESSIONAL SKILLS (20 PDUs)**

Talent Triangle PDUs Awarded			
<b>Technical (T)</b>	<b>Leadership (L)</b>	<b>Strategic (S)</b>	<b>Total PDUs</b>
<b>1.00</b>	<b>0.75</b>	<b>18.25</b>	<b>20.00</b>

**COURSE SERIES OVERVIEW**

**Negotiation Essentials Series (5)**

Define the term negotiation, plan for negotiation, communicate in a negotiation, persuade in a negotiation, and avoid common pitfalls encountered in a negotiation.

**Problem Solving and Decision-Making Strategies Series (6)**

Explore the fundamentals of problem solving, determine and build your strengths, and dig deeper into the problem. Explore the fundamentals of decision making, identify tools and techniques used for making decisions, and evaluate factors that lead to making a tough decision.

**Building and Maintaining Trust Series (2)**

Increase awareness and identify various ways to build trust with your project stakeholders, and rebuild trust when the situation arises to do so.

**Critical Thinking Essentials Series (2)**

Explore the essentials of critical thinking and apply critical thinking to your everyday activities as a project or program manager.

**Generating Creative & Innovative Ideas Series (3)**

Identify ways to enhance your creativity, maximize team creativity, and verify and build ideas from your project team and project stakeholders.

**Decisiveness Series (2)**

Develop character for decisiveness and overcome the barriers to decisiveness.

**SUBSCRIPTION PLANS**

**Professional Skills**

**Combo Pack #1**

**Combo Pack #4**



**COURSE CATEGORY: PROJECT MANAGEMENT (52.50 PDUs)**

**COURSE SERIES OVERVIEW**

**Project Management Foundation Series (5.5)**

Build a foundation in the PMBOK® Guide, 5th Edition. **Learning goals:** Gain portfolio management, program management, project management, stakeholder and project lifecycle concepts; Identify the purpose of each process, and; Identify the relationships of each process to a process group and knowledge area.

**Project Integration Management Series (4.5)**

Integrating all processes is a major effort and focus of the project manager. This course enables a student to understand the major activities of each process group and the integration processes supporting each process group. **Learning goals:** Master integration concepts and the interactions with all other processes; Recognize how planning can impact project success, and; Identify the configuration, change management plans and controls to establish early in a project.

**Project Scope Management Series (5)**

**What are the requirements and the deliverables? How do we organize the project work? How do we know that the requirements are met? How do we measure scope performance and control changes to scope?** Get answers to all of these questions when taking this course. **Learning goals:** Master scope concepts and the sequence of planning processes; Identify ways to collect requirements, define deliverables, and organize the project work, and; Understand the concept of progressive elaboration.

**Project Time Management Series (6)**

Scope processes define **what** needs to be accomplished. Time processes define **how** to do the work. Defining steps, identifying dependencies, finding resources, estimating time and putting together a schedule all define how to do the work of the project. **Learning goals:** Master the steps and concepts for putting together a project schedule; Recognize that schedule development efforts often get repeated multiple times in planning, and; Master the concepts for all tools and techniques used in Project Time Management processes.

**Project Cost Management Series (3.5)**

This course is packed with terms, concepts, formulas and examples that will help you better understand what the performance numbers about your project indicate, and how to communicate what the performance numbers indicate to your stakeholders. **Learning goals:** Master key terms, formulas, and Earned Value concepts for projects; Gain abilities to setup, measure, and report performance measurements for any project, and; Identify when the performance numbers indicate a need to take action!

**SUBSCRIPTION PLANS**

Project Management 5<sup>th</sup> Edition Series

PMP® Test Prep

CAPM® Test Prep

Talent Triangle PDUs Awarded

**Total PDUs**

**52.50**

**Technical (T)**

**31.50**

**Leadership (L)**

**11.50**

**Strategic (S)**

**9.50**

## COURSE CATEGORY: PROJECT MANAGEMENT (52.50 PDUs) -- Continued

## COURSE SERIES OVERVIEW

**Project Quality Management Series (4)**

Quality processes and practices influence all other project management processes. This course covers a wide range of quality concepts that can be applied to any project. **Learning goals:** Master quality concepts and processes; Identify and understand every type of tool or technique used to perform quality processes on a project, and; Gain examples for applying each of the 7 basic tools of quality on a project.

**Project Human Resource Management Series (4)**

Getting the best people, improving communications, and reducing conflict throughout the project starts in planning. Take this course to learn the essential planning considerations for acquiring, developing and managing your project team. **Learning goals:** Master the planning outputs that enhance acquiring, developing and managing the project team, and; Gain key concepts for conflict management and team development stages.

**Project Communications Management Series (3)**

Take this course to gain ideas on how to plan communications for any project. Identify key information that should be communicated, and expectations that need to be set and managed. **Learning goals:** Identify how to protect the project by identifying stakeholders and developing a comprehensive communications plan; Gain ideas on how to control communications, and; Recognize the importance of setting and managing stakeholder expectations.

**Project Risk Management Series (7)**

Gain the essential risk management concepts and strategies for any type of project. Go into your next project with examples on how to respond to risks the project may encounter! **Learning goals:** Master risk management concepts that can be applied to any type of project; Gain an understanding of the risk process sequence and ways this sequence can be customized, and; Master the strategies for responding to all types of risks that can be encountered on a project.

**Project Procurement Management Series (3.5)**

Gain the essential knowledge for planning, conducting, administering and closing procurements. Students gain the knowledge about activities performed and situations encountered during each step of a procurement lifecycle. **Learning goals:** Master procurement activities, steps, contract types, and documents used for any project procurement item; Understand the process for selecting vendors and entering into a contract, and; Identify administrative and closing activities for each procurement item.

**Project Stakeholder Management Series (3)**

Managing stakeholder expectations on a project starts with good planning. Understand how early planning contributes to managing stakeholder involvement and expectations throughout the project. **Learning goals:** Develop plans based on stakeholder power and influence, and implement processes to manage stakeholder involvement and expectations through the entire project life cycle.

**Ethics and Professional Responsibilities (3.5)**

Identify standards of ethical conduct, either mandatory or aspirational, contained in the Code of Ethics and Professional Conduct.

**COURSE CATEGORY: STRATEGIC COURSE PACK 1 (9.50 PDUs)**

**Talent Triangle PDUs Awarded**

Technical (T)	Leadership (L)	Strategic (S)	Total PDUs
1.50	0.00	8.00	9.50

**COURSE SERIES OVERVIEW**

**Preparing a Business Case (2.5)**

Most organizations have budgets that drive the need to rank and prioritize project ideas and initiatives. In these situations, a business case is often required to justify the need to select a project to initiate. Take this course to learn how to structure and prepare a business case, determine the scope of the business case, identify methods for convincing key decision makers and manage stakeholders effectively.

**Writing a Business Case (2.5)**

To get your project selected and secure funding for your project, a well written business case is essential. Key decision makers need to understand why your project should be done and the business case should help them arrive at this decision. Learning objectives in this course include identifying the key elements of a business case, recognizing the importance of selling points for your project and designing your business case document for maximum effect.

**Presenting Your Case (2.5)**

When you have prepared and written the business case, now it is time to prepare yourself to present the business case. Take this course to learn how to prepare for your audience and the questions they may have, select the appropriate presentation aids, identify methods for building rapport and generating ideas with the audience and determine the key elements in making your presentation highly effective.

**Public Speaking Strategies: Preparing Effective Speeches (1.0)**

Effective public speaking starts with good planning and preparation. Gain insights into developing and improving your public speaking skills in this course by selecting your topic, researching your topic, preparing to make your speech, sequencing your topic logically and practicing your speech topic.

**Public Speaking Strategies: Confident Public Speaking (1.0)**

Once you have prepared and practiced your speech, now it is time to deliver your speech effectively and with confidence. This course explores various methods for delivering a good speech, handling audience interactions, overcoming anxiety and delivering your speech with confidence.

**SUBSCRIPTION PLANS**

**Strategic Course Pack 1**

**COURSE CATEGORY: TEAM MANAGEMENT SKILLS (20 PDUs)**

Talent Triangle PDUs Awarded			
<b>Technical (T)</b>	<b>Leadership (L)</b>	<b>Strategic (S)</b>	<b>Total PDUs</b>
<b>0.00</b>	<b>8.00</b>	<b>12.00</b>	<b>20.00</b>

**COURSE SERIES OVERVIEW**

**Essentials of Managing Technical Professionals (2)**

Transitioning from technical professional to management, and managing technical professionals.

**Workforce Generations (3)**

Introduction to cross-generational employees and managing workforce generations, which includes working with a multigenerational team and working with the 21st-century generation mix.

**Managing Experts (2)**

Meeting the needs of your experts and overcoming challenges when managing experts.

**Optimizing Your Performance On a Team (5)**

Being an effective team member, establishing team goals and responsibilities, elements of a cohesive team, effective team communication, and using feedback to improve team performance.

**Leading Teams (8)**

Launch a successful team. Establish goals, roles, and guidelines. Develop the team and its culture. Build trust and commitment. Foster effective communication and collaboration. Motivate and optimize performance. Deal with conflict. Manage virtual teams.

**SUBSCRIPTION PLANS**

**Team Management Skills**

**Combo Pack #1**

**Combo Pack #3**

**Talent Triangle Course Pack 6**

**Talent Triangle Course Pack 10**

**COURSE CATEGORY: TECHNICAL COURSE PACK 1 (17.50 PDUs)**

Talent Triangle PDUs Awarded			
<b>Technical (T)</b>	<b>Leadership (L)</b>	<b>Strategic (S)</b>	<b>Total PDUs</b>
<b>8.25</b>	<b>0.25</b>	<b>9.00</b>	<b>17.50</b>

**COURSE SERIES OVERVIEW**

**IT Project Management Essentials Series (6.0)**

Students taking this Information Technology (IT) Project Management online PDU course training series gain the fundamental concepts about IT project management, initiating and planning IT projects, executing IT projects, monitoring and controlling IT projects, managing risks in IT projects, testing deliverables and closing IT projects.

**Managing Software Project Outsourcing Series (4.0)**

The project management PDU courses included in this online training series are ideal for anyone managing projects in organizations that hire and employ third-party software development companies. Students gain knowledge essential for planning and managing outsourced software development projects, developing and finalizing vendor contracts, working with the external team, and dealing with risks frequently encountered in an outsourced software development situation.

**Agile Software Development Training Series (7.5)**

This online PDU course series is intended for experienced project managers working on software development projects. Students taking courses in this series gain knowledge on how to apply agile project management principles in software development projects, how to create planning estimates based on user stories, plan releases, plan iterations and use agile modeling, how to manage a project using agile principles, and how to implement agile programming and testing on a software development project.

**SUBSCRIPTION PLANS**

**Technical Course Pack 1**

**Talent Triangle Course Pack 3**

**Talent Triangle Course Pack 4**

**Talent Triangle Course Pack 5**

**Talent Triangle Course Pack 6**