

## Notes from Professional Development Breakout Session

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### *Issues related to Professional Development*

- **A shortage of quality instructors for Professional Development especially PMP Prep Classes is the number one issue**
- Can't distinguish between roles and responsibilities of VP Professional Development and VP Education
- Members are not coming to Saturday Seminars
- Need a standard policy for selecting education vendors – some vendors feel chapter has its favorites
- Need help to get Region 6 chapter's to share costs of Big speakers
- Need ideas for establishing Community Outreach ideas
- Need ideas to develop training for CAPM and PM101
- Need ideas to tap into community to find speakers
- Need to establish alternative programs to provide more PDUs
- Need to identify and create specialized project management training especially for Engineers (i.e. ME, etc.)
- Need to increase enrollment in existing CAPM classes
- Need to understand value for members

- Volunteers who volunteer but don't keep their commitment to work

### ***Best Practices in Professional Development***

- **A chapter defined a formal policy to manage instructors, including a selection and continuing evaluation process. This was the number one Best Practice.**
- After PMP Prep classes. Instructors conduct a post mortem where they review the feedback from the participants and adjust as needed.
- Chapter conducts pre membership meeting workshop. Workshops typically focus on tools and techniques such as using a planning tool like MS Project. PMPs can get 2 PDUs in one evening by attending pre meeting workshop and then membership dinner meeting.
- Chapter conducts Professional Development survey of members.
- Chapter has a procedure to bring on new instructors. New instructor must sit through the class once, then team teach the class with an experienced instructor. Depending on how well they teach, they may need additional mentoring before taking the class solo.
- Chapter partners with a training vendor who teaches PMP Prep and other PM classes like MS Project. Vendor gets 40%, and chapter gets 60% of fee. Chapter only provides marking to members; vendor does rest including filling the class with non-members as needed.
- Chapter partners with training vendor who will provide Webinars for chapter. Members can earn 2 PDUs without travel. Costs only \$45. Chapter gets \$5 and vendor gets \$45. Currently pilot being conducted with Alamo chapter and IIL.
- Chapter presents 4-hour duration training sessions on tools, etc. for 4 PDU's. These are better accepted than 1-day training sessions. They can conduct the same session twice in one day (morning and afternoon). No meal provided, just break snacks and drinks.
- Chapter promotes Round Table sessions at corporations. Typically only the corporation's employees attend and collect one PDU. Brown Bag Lunch so there is no cost for participants.
- Chapter provides 1-hour Lunch and Learn session.
- Chapter provides a customized 1-hour outreach presentation to Jr. High, Sr. High and community college and university students.