Published Training Programs

- Confidently Managing Changes
- Project Financial Management
- Ten Ways to Stay Out of Trouble
- Understanding Financial Performance
- Win/Win Negotiating
- Winning Interviews & Presentations

Approach:

- Address the needs of Employees, Clients & Company (Profit)
- Interactive with numerous Case Studies & Exercises
- Licensing options enable your use & presentation
  - ✓ Instructor & Participant manuals
  - ✓ Presentation & Handout materials
  - ✓ Consulting assistance

Who should attend?

- Engineers & Architects
- Project Managers
- Those who want to improve their professional skills

Dedicated to Improving Your Bottom Line

LEE JAMES & ASSOCIATES

BENEFITS

Improving communication with clients & employees.

Being comfortable discussing business and dollar issues.

Meeting business needs of projects while building relationships with clients.

Increasing company profit and cash flow.

Understanding process needed to perform on time and on budget.

Meet your needs and your clients' needs.

Obtaining what you deserve.

Managing wisely what is obtained.

Real-life experiences are used to teach and bring to light the principles taught.

Learn by doing – i.e. Case Studies and Exercises. Sessions are highly interactive with active learning occurring throughout.

OUTLINE OF PROGRAMS

All programs are developed to meet the needs of the Employees, Customers & Company (profitability).

Confidently Managing Changes – Arms participants with tools to comfortably address and communicate changes while maintaining and building client relationships. Change process, paradigms, attitudes, communicating, documenting, addressing negative conditions and turning into positive outcomes are taught through use of a case study and lessons learned.

Project Financial Management – Emphasizes the business of engineering while teaching the skills to successfully manage projects. Major areas are principles of business and financial management, profitability, pricing alternatives, contracting, project setup, kick-off meetings, understanding project financial systems, billing, collecting and completing project changes while maintaining client relationships.

Ten Ways to Stay of out Trouble – Addresses all areas of managing a project from the selection decision through to completion. By using exercises and case studies, communications, pricing, contracting, insurance, kick-off meetings, managing project progress, billing, collecting, project changes and differences in managing small and large projects are covered.

Understanding Financial Performance – Builds an appreciation & understanding of the economics of business and financial reporting. Through use of exercises and case studies, internal and external financial reporting is understood. Significant hands-on experience occurs throughout the program.

Win/Win Negotiating – Key to obtaining what you deserve. Covers reasons and needs for negotiating, planning, preparing, doing and concluding in a mutually positive manner. Participants do actual negotiating of client and service provider scenarios developed from real life experiences.

Winning Interviews & Presentations – Answers the client question of "What's In It For Me?" Participants learn how to develop winning strategies, plan and prepare, establish and maintain rapport and close positively. Experiences, lessons learned and mock interview sessions embed principles that enable immediate use in practice.

PARTICIPANTS COMMENTS

The course material and leader consistently receive excellent ratings. Representative comments received from participants are:

"Excellent! I wish I had this training years ago. This training will be invaluable throughout the rest of my career."

"The presentation was directly related to our day-to-day operations. I enjoyed the group discussion with relevant cases."

"A much needed seminar. This seminar adds a quality to our engineering profession necessary for the success of our intellect and careers as individuals and necessary to the success of our company."

"A good solid outline of management issues which technical people generally don't get exposed to by education."

"Case studies – analyses and focus on problem prevention."

"Real experiences helped with comprehension."

"The course was prepared and presented by someone, who has worked directly in our field, makes the information that much more appreciated."

"Effective speaker kept us on track and on schedule. Very motivational and knowledgeable. Enjoyed the group interactions – stimulated thinking and participation."

"Lee did a very good job of reviewing issues we face every day."

"Very professional, knows our business which really made the seminar worthwhile."

"Lee is always a dynamic, informative and fun presenter!"

INSTRUCTOR

Lee James is a CPA, CMC and CBI who has worked with engineers, architects and contractors for the last 25 years. Training and teaching have been a part of Lee's career for the past 30 years. Lee develops and teaches training courses throughout the U.S. He is an enthusiastic and energetic trainer who keeps your attention. Numerous case studies and exercises are used to embed the principles taught.

Lee is active in several engineering professional societies and is continually promoting good business practices through authoring articles and completing training sessions. He was Vice President for an international engineering consulting firm and worked daily with projects, project managers and clients in addressing change issues and negotiating mutually beneficial solutions. Previously, Lee worked with Ernst & Young as a project manager and trainer and as the Chief Financial Officer for a computer software engineering firm.

Lee now does similar work with his firm. He constantly experiences the challenges of fulfilling changing project needs; as well as financial and business needs. Consulting, training and ownership transfer projects are continually in process. Lee has successfully put into practice all the principles he teaches in this program.

ON-SITE TRAINING & FLEXIBILITY

The program is designed to be flexible with regard to format, timeframe and location. The program is divided into modules and deal with specific problems and their solutions. The curriculum is developed so that organizations wanting sessions dealing with specific problems are accommodated. We can customize the program to include your company's specific documentation, systems design as well as policies and procedures.

Due to the interactive nature of these sessions, class sizes of less than 30 people are recommended.

A Participant Manual, handouts and reference materials are provided for use throughout the sessions and after completion.

For more information, please visit our website, email or call us:

Lee James & Associates

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