



## Dealer Professional Development Program

# Project Management Department Training

Through a series of 10 interactive webinars, we can help your Project Managers avoid costly mistakes, reduce margin erosion, and sustain and deepen your client relationships.

In today's challenging economy, it is more important than ever to control costs and develop new profit centers. The Solomon Coyle Project Management training program will help your entire Project Management team hone their skills to deliver smart project management solutions with higher quality, better accountability, and greater value.

With this course, Project Managers will gain a better understanding of specific aspects of their jobs and learn how to apply that knowledge to improving your dealership's processes and profitability, from project planning to close out.

The program is a highly cost-effective way to raise your Project Managers' skill level and professionalism. And attendance is easy: Participants can log in to the webinars from wherever they have Internet access and a phone.

### Program Learning Objectives

- ▶ Understand team roles and responsibilities
- ▶ Develop the fundamental skills needed to create sound project plans and effectively manage the project, client and contract
- ▶ Accurately estimate installation using the Solomon Coyle methodology
- ▶ Reduce margin erosion throughout the project
- ▶ Incorporate best practices for managing each aspect of a project effectively, from quote to invoicing
- ▶ Minimize cost overruns and improve on-time delivery through better project tracking
- ▶ Maximize efficiency through better processes and technology usage
- ▶ Communicate effectively with team members, subcontractors and clients
- ▶ Increase client satisfaction and retention
- ▶ Manage jobs to safeguard and even improve profitability

### Webinar Program Overview

- ▶ Ten interactive webinar sessions, 60–90 minutes each.
- ▶ Easy and convenient to attend: log in from wherever there's a phone and Internet access—the office, job sites, home.
- ▶ Handouts and presentation materials for each session.
- ▶ Includes valuable learning aids and professional tools: workbooks, forms, checklists and more.
- ▶ Training exercises and tests to reinforce learning.
- ▶ Q&A via voice and/or instant messaging.
- ▶ Classes available for Haworth, Herman Miller, and Knoll dealer Project Managers.

#### About the instructor



David Solomon

*David Solomon is a nationally known consultant to the contract furniture industry, and has developed training programs and tools specifically for office furniture dealers. David specializes in the Quote-to-Invoice Process, dealer financial models, dealer services, project management, and technology. He leads several dealer peer groups, is active in industry technology initiatives and often speaks at industry events.*

*He holds a B.S. in Business Administration and is a member of the Project Management Institute.*

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