Workshop Catalogue 2017/2018

Mike Moore & Associates Coaching and Mentoring Services

Ref	Workshop	Duration and attendees
PM117	**Project Management – Estimating and planning** - Dealing with Uncertainty in Project Management - Project Failure Modes and Effects - Dealing with Uncertainty - Uncertainty vs. Variation - PERT - The 68-95-99.37 rule - Planning Poker - The Cone of Uncertainty - Wall Estimation techniques - The dreaded *Estimate Bargaining*	Half day *Up to 5 people*
CM117	**Change Management** - Kubler-Ross principles - Lewin's Change Management principles - Kotter 8-step change model - McKinsey 7-S Model - How different personalities cope with change	Half day *Up to 5 people*

NC117	**An introduction to No Code / Low Code application building**
	- ***Ditch the spreadsheet***
	- Featuring the following application building and integration tools:
	    o Knack
	    o Zapier
	    o Integromat
	    o DeviceMagic
	    o FastField Forms
	- No-code Agile and the *Supersprint* methodology, a LEAN approach
		One day
		Up to 8 people

ED117	**ERP design principles – Financial Systems Integration** - Integrating ERP solutions with accounting systems' General Ledger Solutions	Half day *Up to 5 people*
PA117	**Personality Analysis as an Aid to Leadership and Teamwork** - Human factors - Maslow's Hierarchy of Human Needs - Herzberg's Dual Factor Theory - McGregor's Theory X and Theory Y - The practical role for psychometric analysis in teams	Half day *Up to 5 people*
PM217	**Project Management 101 – for absolute beginners** - Project Management for non-Project Managers - Planning - Work Breakdown Structures - Dependencies - The 'Cone of Uncertainty' - Risk management - Estimating strategies - Communication and reporting	One day *Up to 8 people*

PM317	**The Irrational Project Manager – impact on project success of everyday irrationality** - We're all easily fooled - Illusions and comparisons influencing choice and decision making - Question framing and cognitive mistakes - System 1 vs System 2 thinking (D Kahneman) - Ego depletion in the workplace - The difficulties of probability - Groupthink	Half day *Up to 5 people*
IT117	**Information Technology Leadership Workshop** - What makes an IT leader? - Leading technology teams - Building senior-level influence - Corporate politics for IT managers - Technology and innovation - Governance & business alignment - Shaping your leadership brand	One day *1 to 1*
LE117	**Lean Principles in Software Development** - Minimising customer dissatisfaction - Maximising customer satisfaction - Minimising waste - Learning and continuous improvement - Managing uncertainty with Agile and Iterations - Rapid delivery methods: sprints and super-sprints - Decision making and the empowered team - Understanding integrity - LEAN UX – an overview	One day *Up to 8 people*

KN101	**'Knackademy' Low-Code Knack boot-camp**
	Day 1 – Knack fundamentals
	    Database concepts: data objects, relationships and interfaces
	    Knack data basics: objects, fields, records, connections
	    Knack interface basics: pages, views
	    Business logic: at the database object level - intro
	        Formulae, Equations, Aggregate functions
	        Conditional logic in equations
	Day 2 – Knack fundamentals continued
	    Business logic: at the interface level - intro
	        Submit Rules, Display Rules and Record Rules, Emails
	    Users and logins
	    Scheduled tasks
	    Importing data - tricks and tips
	    Charts
	Day 3 – Workshops
	    Design and build applications to users' own specifications
	    Enhancing the app with custom colours and logos
	    Advanced customisation with CSS, Javascript or JQuery
	Day 4 – Interoperability and the outside world
	    Introduction to APIs and Zapier
	    Introduction to Zapier a basic Zap between Knack and Google Docs
	    Connecting Knack to Trello and back – a visual Kanban view of your Knack data
	    Webhooks, GET and POST
	    Built-in Zap functions (Filters, Formatter, Email, Parsers)
		4 days
		Up to 10 people