



K A P U R

Kapur Professional Development Workshop Catalog



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Project Management

Workshop Title: Managing Projects to Success

Modalities:

- Instructor Led Training
- Virtual Instructor Led Training

Duration: 3-Days

Professional Development Units: 21

Abstract

The Managing Projects to Success workshop delivers impactful learning about what it realistically and practically takes to manage projects successfully from inception to completion. Instruction focuses on applying the Project Process Architecture (PPA)[™], a tested, proven, and flexible process for managing projects current projects from the learner's environment. The hallmark of this workshop is its practical, hands-on learning with interactive, team-based activities that feature current projects from the learner's project environment. The "take-away" content of this workshop is high. A project management methodology toolkit supports learning and is designed as a learning and job aid, delivered via a robust project management methodology toolkit. In addition to understanding the principles and practices that make for successful projects, learners take away tips and tricks for leading a project team, managing up, and strengthening their professional voice when managing projects. Participants complete the experience well-positioned to immediately apply the learnings.

Learning Outcomes

Strengthen Project Management Competencies

- Learn how to effectively perform as a project manager and a contributing team member.
- Experience the entire project lifecycle using a flexible and adaptable project management methodology.

Lead and Collaborate in Complex Environments

- Learn leadership techniques to guide project teams and excel as a temporary or full-time project manager.
- Build capability to manage cross-functional teams within matrixed work environments.

Engage Stakeholders and Manage Up

- Build strategies to manage project stakeholders and maintain alignment throughout the project.
- Apply techniques to 'manage up' by engaging project sponsors and senior leaders to gain and sustain buy-in and support.

Practical Application of Project Management Methods

- Create a clear and actionable project charter.
- Build a comprehensive project plan including scope, timeline, resources, and risk management.
- Build realistic and defensible estimates to support accurate planning and manage stakeholder expectations.

Manage Project Execution and Delivery

- Learn to oversee project execution, ensure timely tasks, and build strong team cohesion.
- Utilize project management software to streamline project tracking and reporting.
- Discuss how to close projects, conduct post-project evaluations, and capture lessons learned.

Project Management

Workshop Title: Introduction to Project Management

Duration: 1-Day

Modalities:

Professional Development Units: 7

- Instructor Led Training
- Virtual Instructor Led Training

Abstract

This workshop delivers practical tools and techniques for professionals who are seeking a basic introduction to the art and science of project management. Learners who are new to project management and those who often contribute as project team members will find this workshop a rich mix of best practices, guidance, methods, and practical tools to enhance performance. The hands-on learning experience is designed around current organizational projects, and learners experience team-based activities throughout the workshop.

Learning Outcomes

Build Foundational Project Management Knowledge

- Establish a clear understanding of core project management principles, practices, and the project lifecycle.
- Learn essential project management vocabulary to communicate effectively within project teams.
- Understand the roles and responsibilities of project managers and team members on temporary project teams.

Plan and Structure Successful Projects

- Develop measurable project objectives.
- Identify project stakeholders, assess their influence, and plan strategies for engagement.
- Build a detailed, task-level project plan.

Understand Team Dynamics and Project Interdependencies

- Collaboratively create network diagrams to visualize task dependencies and project flow.
- Recognize how team members rely on one another and how interdependencies impact project success.

Apply Practical Tools for Effective Project Management

- Assign appropriate resources to project tasks, balancing workload and capacity.
- Utilize task-based estimating techniques to create realistic project timelines and budgets.
- Explore strategies for managing project issues and keeping projects on track.
- Learn the fundamentals of progress reporting to communicate status and identify potential risks.

Project Management

Workshop Title: PMP Exam Preparation Boot Camp

Modalities:

- Instructor Led Training
- Virtual Instructor Led Training

Duration: 5-Days

Professional Development Units: 35

Abstract


Kapur's PMP Exam Preparation Boot Camp is an intensive, results-driven experience designed to provide aspiring Project Management Professionals with the knowledge, strategies, and confidence to pass the exam.

Our students achieve a 95% pass rate on the exam when they follow our guidance, and we are dedicated to partnering with you at every step to help you earn your Project Management Professional (PMP®) certification! Designed for professionals who are serious about passing the exam, our boot camp accelerates learning, reinforces key concepts, and builds the confidence needed to succeed on exam day.

Aligned with the latest Project Management Body of Knowledge (PMBOK®) Guide and the PMP Exam Content Outline, our approach combines comprehensive content review, engaging learning games, interactive exercises, and practice quizzes to assist participants in navigating the exam's complexities.

Students gain an in-depth understanding of project management processes and explore predictive, agile, and hybrid methodologies covered in the exam. The boot camp helps learners master exam questions, fostering a confident test-taking mindset and developing effective time management strategies for exam success.

Key Features

- One-on-one guidance for submitting the PMP application and understanding exam eligibility requirements.
- A thorough review of all PMP exam domains: People, Process, Business Environment, and the PMBOK's project management processes.
- Mastery of predictive, agile, and hybrid project management approaches.
- Effective test-taking strategies and time management tips.
- Practice quizzes to evaluate readiness.
- All the resources necessary to prepare for the PMP exam, including comprehensive study materials, practical templates, and an exam simulator. 

Power Skills

Workshop Title: Enhancing Presence, Influence, and Communication Skills

Modalities: Instructor Led Training

Virtual Instructor Led Training

Duration: 1-Day

Professional Development Units: 7

Abstract

Effective communicators profoundly impact, sway decisions, and inspire others to take action. A commanding professional presence and the skill to articulate ideas with clarity and passion are vital for success in any endeavor. This workshop equips participants with essential communication skills to engage persuasively and confidently. It delivers techniques and practical tools for influencing others, even without formal authority, while mastering the art of upward communication. This experience enhances communication skills and elevates professional presence.

Learning Outcomes

Strengthen Professional Presence

Learn how to strengthen confidence, authenticity, and credibility in diverse professional settings.

Communicate with Clarity and Impact

Learn to articulate ideas clearly, concisely, and persuasively to promote understanding and action.


Influence Without Authority

Learn strategies to influence peers and leaders successfully. Navigate complex dynamics and stakeholder interests to gain buy-in and support.

Master Upward Communication

Craft concise, solution-oriented messages that align with leadership priorities. Present ideas and insights in ways that command attention and respect from senior leaders.

Build Tools for Communication Success

Utilize frameworks and techniques to handle difficult conversations, provide feedback, and negotiate effectively. 

Power Skills

Workshop Title: Presenting with Impact

Modalities:

- Instructor Led Training
- Virtual Instructor Led Training

Duration: 2-Days

Professional Development Units: 14

Abstract

This interactive, practice-oriented workshop equips participants with the skills to plan, organize, and deliver presentations. Emphasizing the power of storytelling, this learning experience helps participants craft messages that captivate and inspire their audience. The workshop's practical nature ensures that attendees can immediately apply their learning in various speaking settings, from one-on-one conversations to small groups and large in-person and online audiences. With hands-on application, participants refine their delivery, receive recorded feedback, and benefit from group feedback and one-on-one coaching from the session leader. This immersive workshop builds confidence and skills and empowers participants to engage their audiences with impact.

Learning Outcomes

Harness the Power of Storytelling

Learn a storytelling approach to captivate, inform, and inspire your audience.

Establish and Maintain a Successful Mindset

Develop strategies to manage nervous feelings, boost confidence, and sustain a productive mindset.

Position Yourself for a Successful Talk

Learn how to align content, tone, and delivery style with your audience and the setting of the presentation.

Master Your Craft as a Speaker

Practice vocal techniques, body language, and eye contact to boost presence and connection with the audience.


Learn the Importance of Cadence and Time Management

Manage pacing and timing to stay on track and maximize audience attention.

Handle Audience Interaction with Ease

Learn techniques to answer questions and respond to comments from your audience confidently.

Prepare and Practice for Success

Use rehearsal strategies to refine timing, delivery, and confidence. Receive peer feedback and personal assessment from your session leader, and recordings of your presentations. 

Power Skills

Workshop Title: Engaging Difficult People

Modalities:

- Instructor Led Training
- Virtual Instructor Led Training

Duration: 1-Day

Professional Development Units: 7

Abstract

This workshop equips professionals with the skills to become effective change leaders. To support practical application, real-world change scenarios are applied to a five-phase methodology for strategically and tactically navigating change and its organizational implications. Participants learn how to assess the impacts of planned changes on stakeholder communities, including techniques to guide and coach affected professional communities through change impacts. Attendees gain the tools to manage the “human side” of change, ensuring more successful transitions and organizational resiliency.

Learning Outcomes

Identify Root Causes of Conflict

Explore the common, underlying factors that contribute to challenging interactions.

Apply Effective Conflict Management Strategies

Learn proven techniques to navigate difficult conversations while maintaining professionalism and respect.

Set Healthy Boundaries and Model Positive Behaviors

Learn how to set clear boundaries and communication to influence positive outcomes.


Practice Empathy and Solution-Focused Thinking

Develop the ability to view situations from multiple perspectives and prioritize problem-solving over winning interactions.

Communicate with Composure

Strengthen emotional intelligence skills to build both the mindset and to find the words to promote a calm and confident mindset during high-stress or emotionally charged situations.

Leverage Preparation for Better Outcomes

Understand the importance of thoughtful preparation in managing difficult interactions. 

Power Skills

Workshop Title: Thriving Through Change

Modalities:

- Instructor Led Training
- Virtual Instructor Led Training

Duration: 1-Day

Professional Development Units: 7

Abstract

This workshop equips professionals with the skills to become effective change leaders. To support practical application, real-world change scenarios are applied to a five-phase methodology for strategically and tactically navigating change and its organizational implications. Participants learn how to assess the impacts of planned changes on stakeholder communities, including techniques to guide and coach affected professional communities through change impacts. Attendees gain the tools to manage the “human side” of change, ensuring more successful transitions and organizational resiliency.

Learning Outcomes

Understand Kapur’s Five-Phase Change Methodology

Apply a structured approach to strategically and tactically navigate organizational change using real-world scenarios.

Assess Change Impacts on Stakeholders

Evaluate the effects of planned changes on stakeholder communities.

Develop Effective Change Leadership Skills

Strengthen capabilities to guide, coach, and influence individuals and teams through the complexities of change.

Manage the Human Side of Change

Recognize the integral role of managing the human side of change. Implement strategies that address emotional, behavioral, and cultural responses to change, fostering organizational resiliency.

Enhance Communication and Engagement Strategies

Design clear communication plans and implement engagement techniques to align stakeholders and minimize resistance.

Build Organizational Resiliency

Equip teams with tools to adapt to change more effectively, ensuring smoother transitions and sustained success.




Kapur Leadership Academy



The Kapur Leadership Academy enhances leader performance, fosters organizational growth, and cultivates interpersonal development. Our academy inspires participants to invest in their growth by creating a strong community within the cohort while aligning with their professional and personal goals and team objectives.

To maximize value, we provide kinesthetic learning experiences that incorporate real-world examples, hands-on practical application, and the integration of current projects into the learning process.

We customize the academy experience to meet the needs of each cohort. Leaders engage in a development experience that includes 360-degree assessments, collaborative learning within the cohort, leader roundtable conversations, and one-on-one confidential coaching. Our academy design promotes accelerated growth and ensures valued experiences. 



Kapur Leadership Academy Outcomes



Emotional Intelligence

Strengthen the ability to recognize and manage emotions to improve professional relationships.



Communication

Learn techniques to communicate with influence and confidence.



Conflict Management

Acquire practical tools for managing and resolving conflicts, fostering a harmonious team culture.



Adaptability and Resilience

Strengthen resilience and proactively adapt when leading change efforts.



Coaching and Mentoring Skills

Enhance the ability to guide and develop team members, promoting a culture of trust and high performance.




Decision-Making

Strengthen critical thinking and problem-solving skills to make well-informed, strategic decisions in complex situations.



Strategy to Execution

Build knowledge and skills to define, plan, and execute projects that translate strategy into valuable outcomes for the organization. 

The Academy Experience



Pre-360 Assessment

Assessments that measure coachable, teachable competencies.

The process is confidential and anonymous to support candid and productive feedback.

The pre-assessment outcomes contribute to professional development goal setting.

Academy participants review feedback with their coach to debrief, reflect, and set goals.



Workshops

Academy workshops are opportunities for participants to team up and learn methods to effectively drive strategy to execution, collaboratively plan, and lead change to ensure value creation for the organization.

Teams experience hands-on practical application with numerous job aides provided.

Capstone projects can be integrated into workshop experiences.

Workshop topics are curated from Kapur's curriculum to meet the needs of each cohort.



Roundtable Conversations

Facilitated, leader to leader dialogue

Small group format

Timely, relevant topics

90-minute conversations



1:1 Leadership Coaching

Confidential

Leader development goal setting

Monthly or bi-monthly cadence

50 – minute conversations



Post - 360 Assessment

Improvement from 360 pre-assessments is evaluated.

Academy participants review feedback with their coach, reflect, and debrief on professional development goal achievement. ■

Academy Cadence

Month 1

- Kick-off
- Pre- 360 Assessment
- Coaching 1

Month 2

- Workshop 1

Month 3

- Round Table 1
- Coaching 2

Month 4

- Workshop 2

Month 5

- Round Table 2

Month 6

- Coaching 3

Month 7

- Workshop 3

Month 8

- Round Table 3
- Coaching 4

Month 9

- Workshop 4

Month 10

- Round Table 4

Month 11

- Post- 360 Assessment
- Coaching 5

Month 12

- Final Presentations
- Closure

Kapur Leadership Academy Capstone Project Option

Academy members organize into project teams, and each team is designated a project from the organization's current project portfolio.

Teams build a project proposal and plan that includes setting measurable objectives, defining roles and responsibilities, assessing feasibility, performing stakeholder analysis, building a work plan, assigning resources, and creating a schedule.

The teams' plans also address anticipated risks, communication plans, and strategies to manage expected organizational change impacts.

Teams evolve their skills and are coached to deliver team presentations to senior leaders and key stakeholders for review, comment, and approval. ■



Quotes from the Leadership Academy

Prioritization

In my academy experience, I learned frameworks to assess and triage “what value is this to the enterprise” in determining what work needs to be done in what order. As a result, we triaged resources and repositioned some of our units that focused on lower priority markets to shift to our higher value strategic markets.



Emotional Intelligence

I was equipped with a powerful toolkit and approaches to prepare for high-emotion, high-stakes situations. I learned the importance of strategic preparation for critical meetings. This mindset has helped me show up with more confidence and clarity.

I learned the effectiveness of performing discovery and the impact of asking open-ended questions, shifting from quick judgments to deeper understanding before making decisions. Choosing to be curious instead of making assumptions leads to more informed conversations and decisions.



Team Effectiveness

I found great value in how real-world examples emphasized providing background and rationale for work decisions. This approach reinforces that when your team has the proper context, they are empowered to perform at their best.

In the round-table conversations, we role-played real work situations, helping me understand the importance of taking time to connect with my team beyond their work output. Walking the floor and engaging with them has significantly impacted my relationships and team dynamics.



Executive Presence

I discovered the factors holding me back from presenting my best self in front of senior executives. By unpacking moments of situational self-doubt and exploring the root causes, I’ve significantly reduced stress and quieted limiting inner narratives. I now communicate with more confidence, authenticity, and a more open mindset.



Horizontal and Vertical Leadership

I was held accountable in the best way. The academy challenged me to recognize when my inaction was driven by avoidance rather than necessity. I was encouraged to ask myself, ‘Does my inaction add value to my organization?’ This shift in perspective and practical tools for productive engagement empowered me to work through challenges with confidence and purpose.



High Impact Executive Communications

I discovered how to refine my messaging by focusing on what truly matters. I learned to determine what to communicate and how to ensure what I say makes the intended impact. A takeaway was that just because something is a fact doesn’t mean it needs to be stated. Instead, focus on what strengthens relationships and advances business objectives.



Enterprise Leadership

Through our capstone project work in the academy, I gained clarity on how to approach a complex transformation to enhance our digital presence. I identified gaps in my strategy and refined the narrative to improve collaboration and buy-in. As a result, we secured approval and resources to launch our digital pilot successfully.





Curriculum Licensing & Train-the-Trainer Program

Our courseware licensing and train-the-trainer solution empowers client partners by providing the resources, training, and certification to effectively deliver our curriculum products. We equip your educators and facilitators with in-depth knowledge, instructional strategies, and hands-on experience, ensuring they confidently teach and uphold the high standard of our educational content. This program enhances scalability, consistent delivery, and supports long-term success for our partners.

Kapur's **curriculum licensing** offers a cost-effective and flexible solution for organizations looking to deliver our educational programs in-house.

Benefits:

- **Cost Savings:**
Leverage your internal training resources for curriculum delivery through our Train-the-Trainer certification program.
- **Greater Flexibility:**
Adapt session logistics to suit organizational needs.
- **Quality Assurance:**
Kapur ensures instructional consistency across all training products.
- **Ongoing Updates:**
Access the latest improvements and enhancements to licensed curriculum materials.

Our Train-the-Trainer Program equips and certifies client instructors with the skills to effectively deliver our curriculum. This immersive experience includes role-playing, group discussions, hands-on skill practice, assessments, and lectures.

Instructor candidate evaluations focus on:

- Maintaining engagement, energy, and rapport during presentations.
- Creating an inclusive and supportive learning environment.
- Facilitating content effectively for diverse learners.
- Managing time efficiently to optimize learning outcomes.
- Assisting learners in applying concepts in real-world scenarios.
- Utilizing learning aids to enhance instruction.

By participating in Kapur's Train-the-Trainer Program, organizations ensure high-quality, impactful training aligned with our educational standards.



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