

Project Management Skills



At Paradigm Technology, we pride ourselves on the high caliber of Project Management Professionals we employ. Below is a list of core skills we assess each of our Project Managers as a part of our Skill Gap Analysis. From there, we determine if focused training is needed for improvement.

Soft Skills

Communication	Presentation	Interpersonal
<ul style="list-style-type: none"> Adjusts communication content & style to meet the needs of diverse stakeholders Delivers messages in a clear & compelling, & concise manner Models and encourages the expression of diverse ideas & opinions 	<ul style="list-style-type: none"> Commands attention of large teams > 25, utilizes stories, analogies & humor to drive key points Establish connection with audience Speaks clearly & at steady pace 	<ul style="list-style-type: none"> Proactively develops relationships with wide variety of people Understands interpersonal & group dynamics & reacts in an effective manner Engages input from others & listens with empathy and concern

Technical Skills

Issue/Risk Management	Tools	Methodologies
<ul style="list-style-type: none"> Consistently updates issue & monitors until resolution. Prioritizes & communicates to stakeholders. Performs qualitative Risk Analysis with appropriate risk response, inclusive of contingency trigger & contingency plan. Prioritizes & communicates high % risks to major stakeholders. Able to identify potential risks early in project & develop plans for mitigating/avoiding. 	<ul style="list-style-type: none"> Perform resource leveling, modify scope or duration to accommodate changes. Baseline project at major milestones to measure estimates against schedule. Create utilize all editing tools for requirements & project documentation. Edits & updates documents maintaining consistency with fonts, heading & styles. PMM Hybrid Cloud Solutions 	<ul style="list-style-type: none"> Builds Project schedule or plan to waterfall or agile approaches. Moves beyond traditional ways of working projects. Assesses the scope & requirements and stakeholders to determine best way to manage a project. Iterative Cloud Deployment

Leadership Skills

Communication	Influencing
<ul style="list-style-type: none"> Communicates effectively with people at all levels all across an organization Organize/conduct presentations & meetings for all levels of organization Excellent listening skills 	<ul style="list-style-type: none"> Demonstrates ability to negotiate & resolve conflict both within the team & across an organization. Good conflict management skills. Able to influence stakeholders's/Gain Buy In. Are able to get team members & stakeholders to collaborate/cooperate towards a common goal. Builds team trust Manages Expectations at all levels of an organization
Team Builder	Decision Maker
<ul style="list-style-type: none"> Able to form a team & develop cohesiveness. Build trust within team Able to motivate teams & individuals. Good coaching skills Empowers others 	<ul style="list-style-type: none"> Makes Decisions & takes responsibility Visionary, able to strategize, focuses on long-term goals & big picture objectives. Does what's best for the company. Controls change/Manages Scope. Follows appropriate change control processes.

Paradigm Technology's Project Managers are already highly skilled. But we also know that it is helpful for them to continue to acquire new knowledge and skills.

We provide continuous training resources to our Project Managers so they can be an even more valuable asset to current and future projects.

While lots of important learning happens on the job, Paradigm offers a vast array of online resources to its employees. Whether they're looking to learn something new or brush up on their skills, Paradigm consultants can take advantage of this valuable employee benefit and learning opportunity.

Over 22,000 courses, digital books, job aids, videos, and more!

General Course Categories

- Business Skills for the IT Professional
- Business Strategy and Operations
- Enterprise Database Systems
- Enterprise Resource Planning Systems
- Internet and Network Technologies
- Operating Systems & Server Technologies
- Professional Effectiveness
- Project Effectiveness
- Sales and Customer Facing Skills
- Software Development
- Web Design

Project Management topics include (but are not limited to):

- Risk Analysis & Management
- Project Stakeholder Management & Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)
- Advanced Reporting & Management Tools (i.e. Project 2010)
- Delivering Value & Quality in Agile Projects
- Developing, Estimating & Controlling Project: Costs, Risks, Communications, Resources, Durations & Scope
- Quality Assurance & Management
- Leading & Managing Effective Teams
- Establishing Goals, Roles & Guidelines
- Motivating, Dealing with Conflict & Optimizing performance
- Managing Outsourcing
- Governance & Ethical Standards
- Six Sigma, Prince, CISA Domain
- Troubleshooting Changes & Closing Project

What this means for you...

- Highly skilled and trained Project Managers working to grow themselves professionally and personally
- Project Managers who are better prepared assets for current and future projects
- Higher engagement with benefits could translate into increased engagement on projects

