



## Andy Kaufman

“Helping organizations deliver projects and lead teams”

**Expertise:** Leadership • Project Management • Relationships • Networking

**Keynote Fee Range:** \$5,000 - \$10,000

**Workshop Fee:** \$4,000/day, \$2,500/half day

**Location:** Chicago, Illinois

**Contact:** 866-884-5323 (toll-free)

Andy Kaufman is an international speaker, author, and executive coach. Andy works with organizations around the world, helping them improve their ability to deliver projects and lead teams. Andy’s keynotes, workshops, and executive coaching services have reached tens of thousands of people from hundreds of companies over the years, helping them deliver their projects, become more confident leaders, take focused action, and deliver results. He brings a rich background of over 25 years of experience in executive management, technology, team leadership, project management, consulting, and coaching.

Andy is a certified trainer and author of **Navigating the Winds of Change: Staying on Course in Business & in Life, Shining the Light on The Secret**, and an e-book entitled **How to Organize Your Inbox & Get Rid of E-Mail Clutter**, all published by Zurich Press. He is a certified Project Management Professional (PMP®) and a member of the Project Management Institute (PMI®).

Andy is the publisher of the **Horizon Time** newsletter which is read by thousands of professionals around the world. He is also the host of **The People and Projects Podcast** which provides interviews and insights to help listeners lead people and deliver projects. The podcast focuses on the intersection of People and Projects--where work gets done in the real world. Andy is a recognized expert on topics related to leadership, project management, relationships, networking, managing conflict, teambuilding, and delivering results.

## Keynote Programs

### The Dirty Little Secret of Business

Regardless of your role, there are challenges and roadblocks that stand in your way. How can you deal with difficult people who are obstacles to your ability to deliver? How can you influence someone to align with your priorities even when you don't have the organizational authority? How can you find time to network when you're overwhelmed with day-to-day work? In this keynote, Andy Kaufman shares "The Dirty Little Secret of Business." You won't learn this secret in school, yet it is critical to your success. The secret is simple—it's all about relationships. Andy describes the key relationships you must develop to advance your projects and career. Discover how understanding different personality types will improve your ability to build rapport, influence people, and control situations. Learn what networking is—and isn't—and how to increase the effectiveness of your networks with less effort. Particularly in today's challenging economy when you are being asked to deliver more with less, it's critical that you invest in the power of relationships.



### Lipstick on a Pig: How Illusion Leads to Crisis

It could be there isn't any one crisis that comes to mind. Rather, it's just this increasing sense that the demands of the business are growing faster than our ability to deliver them. Perhaps the top-line has leveled off or the bottom-line is not growing as you need. We need to get better at execution. Yet the question lingers: "How can we get better?" Or it could there has been a crisis, such as the loss of a key client or some key employees. Or maybe you're thinking about projects that had to be killed, or came in so far over-budget and past timeframes that you have to ask the question: "How did we get here?" It starts with a firm grasp of reality. As Jerry Weinberg observed in **The Secrets of Consulting** (Dorset House, 1985), "It may look like a crisis, but it's only the end of an illusion."

Lipstick on a pig. We've seen it with sales forecasts, annual goals, marketing strategies, and project plans. No matter how thick you try to cover it, reality has this annoying way of winning. This keynote will help you and your participants understand how to tap into that reality to help you develop better plans and deliver more reliably.

## Keynote Programs (continued)

### How to Win Friends, Influence People, and Deliver Projects

Since first published in the 1930's, Dale Carnegie's **How to Win Friends & Influence People** has motivated generations of aspiring leaders to polish up their people skills. Yet imagine a typical project manager opening the book, and reading the first principle: *Don't criticize, condemn, or complain*. "Don't criticize? Am I just supposed to put up with sub-par performance?"

They turn to the next chapter to find: *Give honest and sincere appreciation*. "Honest feedback, perhaps, but appreciation? With the problems those stakeholders cause?"

Concerned, they check out the third chapter: *Arouse in the other person an eager want*. "Now wait a minute! That sounds like something that would get me called into HR!"

It's easy to discount and even parody the lessons from Dale Carnegie's work. Yet Andy Kaufman shows how your success in delivering projects might just depend on your application of Carnegie's principles.

Participants of this keynote learn practical insights on topics such as how to handle challenging stakeholders, deliver difficult news, and even get those people in other departments to listen to you!

Contact us to bring this insightful and entertaining look at Dale Carnegie's timeless classic to your organization.

# Project Management Workshop Series

## Essentials of Project Management

Does your organization struggle with delivering projects on-time and on-budget? Would you like to help your teams work together to deliver projects more reliably? Perhaps you're interested in pursuing certification as a Project Management Professional (PMP)? The Essentials of Project Management Workshop is designed for you. This two-day, hands-on session, led by a certified PMP, will give you practical insights on how to deliver your projects more reliably. In addition, you will qualify for 14 contact hours toward your project management certification (or 14 PDUs if you are already certified). This workshop is also available in a half-day or one-day format.

## Advanced Project Management

Seasoned project managers are asked to successfully deliver despite increasing complexity. Our Advanced Project Management workshop is designed to go beyond the essentials of basic project planning. Based on the Project Management Institute's (PMI®) PMBOK® Guide, you will get in-depth instruction on more advanced topics such as earned value, procurement management, stakeholder relationship management, quality management, managing conflict, negotiation, and influencing without authority. Taught by a certified Project Management Professional (PMP®), you will get practical insights on advanced topics that will help experienced project managers improve project outcomes. In addition, you will qualify for 14 contact hours toward your project management certification (or 14 PDUs if you are already certified).

## Project Management Professional (PMP) Exam Preparation

Join us for this intensive, one-day session designed to get you on the path to achieving your goal of becoming PMP certified. What should you focus on? What are some tips to keep in mind to help answer the tough questions? You will leave this session with everything you need to prepare for passing the exam. Comprehensive study material is provided including a top rated exam preparation book and a CD that provides a simulated exam testing experience. The session is facilitated by a certified PMP with experience helping people prepare and pass the certification exam worldwide. This workshop qualifies you for 7 contact hours toward your project management certification.

## Selected Workshop Programs

### The Leadership Tutorial

In this highly interactive one-day program, Andy Kaufman helps you wrestle with real-world leadership issues we all face—influencing without authority, motivating your team, and dealing with conflict. Explore the difference between leadership and management—and why it matters—and get a clear picture of a leader’s responsibilities, including the balance between short- and long-term focus and the need to deliver results while developing organizational capability. Discuss the importance of developing your team members’ leadership skills, including practical ways to do so even with a limited training budget. Andy delves into the importance of one-on-one relationships and delivers proven insights on managing upward, dealing with peers, and developing stronger bonds both inside and outside your organization. Accelerate your ability to influence your organization, your projects, and your career to become the leader your team needs and demands. Walk away with practical tools to help you lead your team, including a template for formalizing a team charter and a reproducible survey to solicit leadership feedback from bosses, peers, stakeholders, and team members. **Available formats:** one-day workshop or half-day workshop.



### Beyond the Rock and the Hard Place: How to Deal with Conflict More Effectively

One stakeholder says “Zig”. The other says “Zag”. No compromise is in sight, and the project deadline looms nearer. The rock and the hard place—welcome to the world of those responsible for delivering projects and leading teams! How do you deal with an overly emotional stakeholder or a developer who is ignoring your requests? Few of us like conflict, but our ability to navigate conflict goes a long way toward determining how successfully we can deliver quality projects. Andy Kaufman introduces you to “conflict handling modes” that describe different approaches you can take to deal with conflict. Understanding these different modes can help you get beyond your typical responses to conflict to those that can be more effective. Join Andy as he discusses real-world project conflicts, and learn practical ideas to improve your ability to manage them. **Available formats:** one hour keynote, one-two hour workshop, or e-learning.

## Testimonials

"At this point in my career I've had the opportunity work with very talented people and I can say with confidence that you are near the top of the list. Thanks again for a great experience."

-- **Peter, Fisher-Price**

"One of the best presentations I've seen or attended in a long, long time. This really hit home with me and is an area I am motivated to work on"

-- **Keynote participant**



"I wanted to express my gratitude to you for your role in making our offsite event a success. We asked attendees what key learnings they took away from the one-day event and people mentioned your session topics specifically. Thank you very much for being so easy to work with and delivering such quality content!"

-- **Mary, TAP Pharmaceutical Products, Inc.**

"One of the most relevant sessions I've had. With 18 years experience it's nice to have teaching that will actually help me!"

-- **Beth, Northern Trust**

"We brought Andy in to present a keynote to our customers and prospects on a gloomy Fall day at the race track. Andy's energy and enthusiasm brought a ray of sunshine into the tent, and partnering with him was the best bet of the day! The event was a huge success, and we plan on working closely with Andy in the future."

-- **Peter, Daugherty Business Solutions**

To inquire about Andy's availability for your upcoming event, please visit us online at:

<http://www.i-leadonline.com/meeting-planners.asp>

Or call us toll-free at 866-884-5323.