Training & Workshops | Program Catalog

Project management, leadership and performance development for teams

2026 EDITION • CLIENT-READY MASTER • EDIT BEFORE DEPLOYMENT

Purpose: Editable original Benson Press training material. This is not a PMI publication, an official PMI course, or evidence of PMI approval.

Executive overview

Benson Press delivers practical project management and leadership training through instruction, rehearsal, feedback, and applied casework. Every offering produces a workplace artifact, an observed skill demonstration, and a 30-day application commitment. Programs are adaptable for private-sector, government, transit, technology, healthcare, nonprofit, and multidisciplinary teams.

Outcome promise Participants leave knowing not just what to do, but how to lead real decisions, manage uncertainty, and create evidence of value. The content emphasizes PMBOK® Guide—Eighth Edition and the PMI Talent Triangle as external reference points, while all exercises and worksheets are original Benson Press material.

The learning architecture

Learning track	What learners practice	Primary audiences
Foundations & delivery	Project charter, business value, scope, WBS/backlog, schedule, resources, risk, change control	New PMs, coordinators, functional leads
Leadership & power skills	Influence, executive communication, coaching, feedback, negotiation, conflict and team trust	PMs, team leads, supervisors, sponsors
PMO & portfolio	Governance, RACI, benefits, portfolio capacity, decision intelligence, metrics and executive reporting	PMO analysts, directors, sponsors
AI-enabled practice	AI-assisted outputs, evidence checks, data safeguards, human approval for consequential actions	PMs, PMOs, operations leaders

Signature workshops

TW-101 | Project Management & Leadership Bootcamp

Duration	Best for	Measured result
2 days / 12 instructional hours	Mixed-experience delivery teams	Create an integrated decision-ready project package and lead a steering simulation

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Master Facilitator Guide

Two-day Project Management & Leadership Bootcamp | 12 instructional hours

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Instructor preparation and safeguards

- Audience: 12–24 learners, seated in mixed-role teams of 4–6 (remote variant: breakout teams).
- Materials: participant workbook, printed case injects, whiteboard, projector, sticky notes, timer, score sheets, optional shared board, case timeline.
- Setup: display agenda and objectives; arrange teams; provide blank working agreements and pre-assessments.
- Before delivery: interview sponsor, select two organizational pain points, confirm accessibility needs, approve any client examples, identify internal project policy conflicts.
- Training boundaries: facilitation exercises do not authorize real budget, contract or safety decisions. AI exercises require approved tools and non-sensitive data.
- Debrief method: observe → interpret → decide → apply; debrief behavior without humiliating participants.

Facilitator principle Teach decisions rather than memorized terms. Ask what evidence a project professional needs, who has authority to act, and how a leader communicates trade-offs. Make participants practice aloud.

Performance objectives

1. Translate strategy into a measurable project purpose, scope and success measures.
2. Tailor predictive, adaptive or hybrid ways of working to the delivery context.
3. Construct a usable milestone, capacity, financial and risk picture.
4. Use governance roles and decision logs to escalate a material change.
5. Lead stakeholder conflict with active listening, negotiation and coaching.
6. Prepare and deliver a concise decision-oriented executive brief.
7. Use AI support only within authorized data and human-approval boundaries.
8. Apply a repeatable 30-day workplace improvement plan.

Run of show | Day 1

Time	Activity	Instructional min
09:00–09:25	Welcome / baseline / working agreement	25
09:25–10:15	M1: Value, success and governance	50
10:15–10:30	Break	0
10:30–11:30	M2: Charter, benefits and decision rights	60
11:30–12:15	M3: Scope, requirements and acceptance	45

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Participant Workbook & Case Lab

HarborLink Service Modernization | Two-day team simulation

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Your learning contract

You will work with a cross-functional group to build a project package, handle new information, lead challenging conversations and defend your decisions. The aim is not to create perfect paperwork; it is to make better choices with limited evidence and explicit accountability.

You will practice

- Value framing and measurable benefits
- Tailored planning and integrated delivery
- Stakeholder decisions and courageous communication
- Risk, change and resource trade-offs
- Responsible AI-supported drafting and verification

HarborLink case | The situation

HarborLink is a fictional regional public-service organization modernizing its appointment and customer-request experience. The board has approved a 24-week digital service upgrade with a $2.4 million investment ceiling. The project will integrate a vendor platform, internal identity/access systems, accessibility controls, training and front-line operating procedures. Approval assumed no disruption to core services.

Case fact	Baseline	Why it matters
Business benefit	Reduce average request turnaround 25% within 6 months after go-live	Operational owner tracks outcomes beyond closure
Customer experience	80% adoption of digital self-service within 6 months	Requires adoption activities and clear service design
Technology	Vendor portal + internal integrations	Integration is critical path dependency
Timeline	24 weeks from charter to launch	Milestone confidence must be revisited
Budget	Total authorization cap $2.4m	Sponsor approves material contingency use
Staffing	Five core FTE plus shared cybersecurity and accessibility specialists	Specialists have competing demand
Governance	Sponsor Steering Committee biweekly; PM manages within approved tolerance	Material scope, funding and date changes require formal approval

Known milestones and assumptions

Milestone	Week	Entry/exit evidence

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Lab 1 | The contested specialist

Target competency: Resource negotiation

Leader card (give only to leader)

YOUR BRIEF PM: you need the only qualified cybersecurity specialist this week to preserve launch readiness.

Counterpart card (give only to counterpart)

YOUR BRIEF Functional lead: your specialist must resolve a high-priority production incident; committing them now threatens service quality.

Mission

Surface shared business risk; compare staged access vs delay; document authority.

Observer focus

Trade-offs, respectful inquiry, specific resource decision and replan.

Observation	1 = absent	2 = developing	3 = strong
States facts not accusations			
Invites and summarizes counterpart view			
Frames options and impact			
Makes explicit next-step commitment			
Protects relationship and accountability			

Feedback and replay

One behavior that worked: _____

One behavior to change: _____

Specific wording to try on second attempt: _____

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Assessments, Answer Key & Evaluation Forms

Baseline, post-test, capstone rubric, feedback and transfer

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Assessment administration

Use Questions 1–20 as the knowledge assessment at the start and end of the flagship workshop. Each question is worth five points. Score privately; discuss aggregate learning themes. A sample improvement threshold is +15 percentage points, not a guarantee. Use the capstone rubric to evaluate demonstrated capability, not simply recall.

Question 1

A project delivers a new portal on time but adoption is 20% against an 80% target. Which statement is strongest?

A. The project was fully successful.

B. Delivery results and expected benefits must be evaluated separately.

C. All scope should be expanded.

D. The PM should close benefits tracking immediately.

Question 2

Who should accept accountability for a material budget increase?

A. Any AI system making the recommendation

B. The project team as a group without a decision owner

C. A person or governance body with delegated approval authority

D. The vendor

Question 3

What is the best rationale for tailoring delivery?

A. Every project must use Scrum

B. The level of uncertainty, governance and feedback needs differ

C. Planning is obsolete

D. Hybrid means running every ceremony

Question 4

An acceptance criterion is useful when it is:

A. Measurable and testable

B. Optimistic

C. Written only in vendor jargon

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TW-102 | Project Management Essentials

Audience: Project coordinators, new project managers • Duration: 6 instructional hours

Measurable objectives

- Distinguish project outputs from business outcomes.
- Create a charter with assumptions, owners and boundaries.
- Build a lightweight schedule and risk register.

Instructor flow and time budget

Facilitator segment	Minutes
Opening / baseline and working agreement	20
Core concepts and demonstration	55
Practice lab 1	65
Practice lab 2	65
Scenario or role-play lab	70
Peer assessment / feedback	55
Transfer plan / close	30

Timing check: 360 minutes of instruction.

Activity and case prompts

1. Problem framing: choose a real-world operating problem and create a value statement.

2. Scope trade-off: sort feature cards into must/should/could/won't and draft acceptance criteria.

3. Dependency puzzle: sequence work, identify three blocked tasks, and write an escalation.

4. Risk practice: convert vague concerns into cause-event-impact statements.

Evidence and evaluation

Participant outputs: One-page charter, scope boundary, dependency map and top-five risk register.

Facilitator acceptance: Leader reviews baseline for ownership, measurable criteria and clearly stated constraints.

Suggested adaptations

Novice teams: provide a partially completed sample. Senior teams: add a constrained resource or sponsor challenge. Virtual delivery: use a shared board, timer and breakout-room scribe. In all formats, invite an accessible written alternative to public role-play.

Follow-through

Each learner chooses a real workplace task, applies one technique within 30 days, and requests manager or peer feedback. Track actions and results in the Excel Training Operations Dashboard.

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Training Operations Dashboard

13-tab Excel workbook with working formulas (demonstration data)

KPI roll-up of roster, pre/post scores, capstone, feedback, 30-day transfer and delivery budget

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DEMONSTRATION DATA • Project Management & Leadership Bootcamp • Clear all sample scores before client use

LEARNERS REGISTERED	AVERAGE PRE-SCORE	AVERAGE POST-SCORE	MEAN GAIN (POINTS)
6	57.5	83.3	25.8

AVERAGE CAPSTONE	COURSE FEEDBACK (1–5)	30-DAY ACTIONS COMPLETED	DELIVERY BUDGET
80.0	4.4	1	$9,150

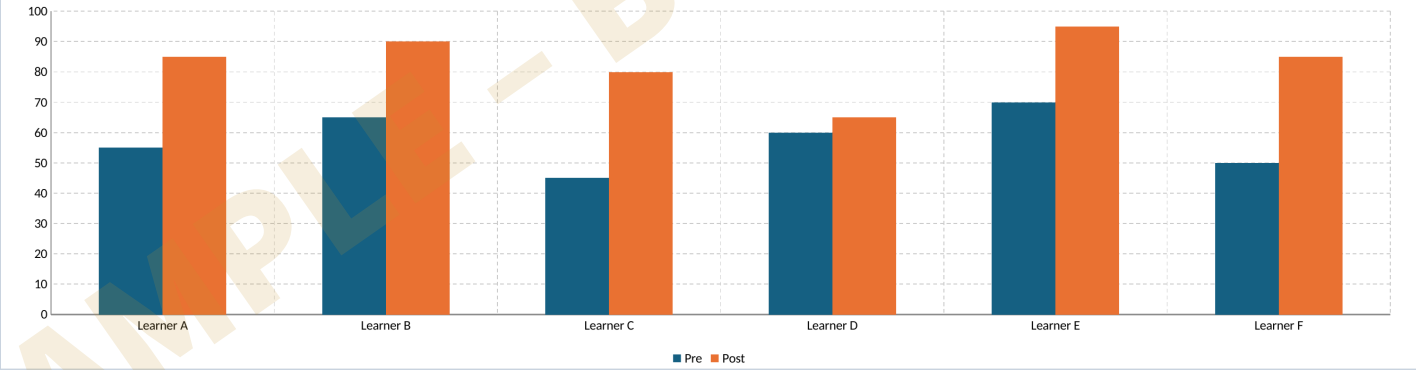
PROGRAM OVERVIEW | What leadership should ask next

1 Are learners applying the project decision behaviors on real work—not only passing a quiz?

2 Which gaps remain in governance, scope, scheduling, risk, communication and financial judgment?

3 What manager practices will reinforce learning during the next 30–90 days?

Do not present this example dashboard as actual Benson Press client results. Replace demo data and validate all formulas before reporting.



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This screenshot uses fictional demonstration data (Learners A–F). It is not a record of actual client results.
The workbook in the kit is editable; replace the demo rows and validate formulas before any client report.

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What's in the full kit

Twelve editable files for delivering Benson Press training and workshops

1. Program Catalog

12 courses (TW-101 through TW-112), from half-day workshops to the two-day Project Management & Leadership Bootcamp, plus delivery formats and learning pathways. Website and outreach copy is included as a separate file.

2. Master Facilitator Guide

A complete run of show for the flagship two-day bootcamp (12 instructional hours): module-by-module sequence, timing, what excellent looks like, and after-course transfer steps.

3. Participant Workbook, HarborLink Case and Leadership Labs

A fictional service-modernization case with worksheets A–J, case injects and a capstone brief, plus six structured role-play labs with leader/counterpart cards and observer rubrics.

4. Assessments and Administration

A 20-question pre/post knowledge check, capstone rubric, learner evaluation, 30- and 90-day manager follow-up, delivery checklist and a Certificate of Completion template. (The facilitator answer key is in the full kit, not in this sample.)

5. Training Operations Dashboard

A 13-tab Excel workbook: course catalog, agenda, roster, assessment scores, skills matrix, capstone rubric, learner feedback, 30-day transfer, delivery budget, delivery risks, reference links, start-here instructions and the performance dashboard.

6. Instructor Deck, Modular Lesson Plans, Standards Crosswalk and Proposal/SOW

A 59-slide instructor presentation, 11 modular lesson plans for the stand-alone courses, a standards crosswalk and training QA checklist, and a client proposal and statement-of-work template.

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