



Southeast Michigan IBM i User Group



Communication Excellence

Date: Tuesday November 17, 2015
Time: 5:30 (Deli snack) - 6:00 (Meeting)
Location: Eaton Corporation
26201 Northwestern Hwy
Southfield, MI 48076 ([map](#))
Enter at South door, which will be marked with SEMIUG sign.

Meeting will be provided in Webinar format. Details will be posted prior to the meeting.

Speaker: Colleen Garton, PMP

Notes:

The first 10 attendees onsite will be provided a copy of Fundamentals of Technology Project Management 2nd Edition.

Presentation Overview:

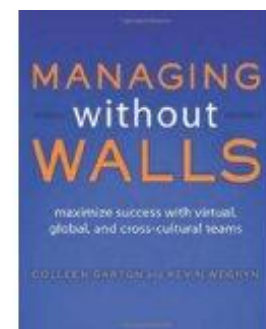
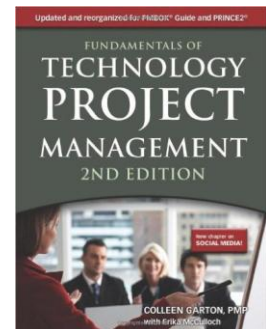
Communication Excellence – communication planning, managing, controlling, methods, tips for success, enhancing skills in self and others

About the Presenter

Colleen Garton is author of MCPress Fundamentals of Technology Project Management 2nd Edition and Managing without Walls.



Colleen has extensive management and management training experience in the United States and internationally. She has more than two decades of practical, hands-on experience in traditional and virtual project management in the financial, technology, and science industries. Prior to founding the Garton Consulting Group (<http://www.gartonconsulting.com>), she held management positions at some major U.S. corporations. During her project management career, she successfully managed many large, complex, multimillion-dollar projects as well as smaller projects in diverse market spaces. She has



in-depth knowledge and experience of project management tools and methodologies in addition to extensive knowledge of leadership and management styles and philosophies.

Ms. Garton is a certified Project Management Professional (PMP) and has in-depth knowledge of numerous project management standards and methodologies, including PMBOK, Guide, PRICE2 Agile, Rapid Development, Rational Unified Process (RUP). She also has formal training and project management experience in quality management processes such as Six Sigma, ISO, and SEI CMMI.

Colleen Garton founded the Garton Consulting Group in 2004. She is the president in addition to working domestically and internationally as a consultant, trainer, and public speaker in project management, virtual management, and leadership. Ms. Garton is the co-author of the books *Managing Without Walls* (MCPress, 2006) and the *AS/400 and Microsoft Office Integration Handbook* (MCPress, 1998). She is also the author of a management blog, *Working With or Without Walls* (<http://workingwithoutwalls.blogspot.com>).

From the President:



Dear Members:

We are very excited to have Colleen Garton, PMP present “Communications Excellence” for our November user group meeting. Colleen has extensive project management experience and has authored several books on the topic. Join in onsite or remotely in webinar format. Our meeting will be held at Eaton Corporation in Southfield. Communications can make or break a project. You’ll be sure to want to join in this meeting. Whether your projects are large or small you’ll be sure to walk away with some insight and tips that can help improve project management through communications.

First 10 attendees onsite will receive a free copy of “Fundamentals of Technology Project Management 2nd Edition”



Project Management is a broad topic but is an important fact of life in the IT world. Communications is also a very important part of any project that an organization tackles.

We will break for the Christmas holiday and in January we are planning "Mobile Workshops" at Bloomfield Hills Library. Mobile is being more

commonplace and organizations have found great use for mobile applications to solve business needs. In February we have RDi planned at Cooper Standard. RDi is a very useful tool and a great replacement for SEU. If you haven't already started learning and using RDi you'll want to jump on the band wagon. RDi can make your developers more productive and can entuse current staff as well as entice future resource.



PAY YOUR MEMBERSHIP DUES

It's that time of year again! Please pay your member dues. You can find the form for paying dues under the group site membership tab. Dues help us to be able to continue to bring world class presentation on current topics. We have kept the low price of \$50 for individual membership or \$100 per organization membership. Additional donations are encouraged and greatly appreciated.

Approaching Thanksgiving, we give thanks to the volunteers that generously provide their time to help run SEMIUG. A special thanks to our current board: Jim Thompson, Amanda Smith, Charles Nalbandian, Joy Chen, Dale Thieme, Gelita Maxwell and Doug Rezanka. The efforts are greatly appreciated by the community and make a difference.

Happy Thanksgiving,

Laura



Southeast Michigan IBM i User Group



**Southeast Michigan IBM i User Group
P.O. Box 80135, Rochester, Michigan 48308
Membership Renewal
January - December**

Date: _____

Company Name: _____

Company Web Site: _____

Mailing Address: _____

Primary Contact: _____

(Voting Member)

Phone: (____) ____ - _____ Fax: (____) ____ - _____

E-Mail: _____

The primary contact will have the responsibility for member voting as stipulated in the constitution. The primary contact name can be changed at will by the member company. Membership voting rights are limited to one person employed by an organization regardless of holding an individual or organization membership.

Paper copies of the newsletter are no longer being mailed. The newsletter will be distributed through email (usually in PDF format). Feel free to forward the email on to others.

Annual dues per member company - \$100.00; Individual memberships are available for \$50.00 (An individual is defined as a person not directly employed by an organization or a person employed by an organization paying membership dues from personal funds). Memberships are for the calendar year, January through December. Dues are not prorated for a partial year. Please make check payable to:

Southeast Michigan IBM i User Group.

Donations are appreciated: Donation: _____