# PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT/ EDUCATION

# DESCRIPTION:

Elected or appointed volunteer responsible for creating and managing professional development and education programs in accordance with chapter policies and bylaws. Responsible for the development of chapter

education activities which include but are not limited to the preparation and maintenance of PMI’s certifications, as well as the development and sustainability of relationships with local colleges, universities and other external partners such as Authorized Training Partners (ATPs).

# RESPONSIBILITIES:

1. Develops and implements a chapter professional development plan, including a program roadmap for professional development content programs.
2. Coordinates chapter’s external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities.
3. Provides information and guidance to members and nonmembers on PMI certification/re- certification.
4. Incorporates feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivery to the audience regarding the contents of programs.
5. Works with marketing to promote the education and certification programs, as well as training opportunities offered by the chapter or those in partnership with ATPs.
6. Recommends, develops and delivers project management education materials, courses, presentations and sessions including leadership development training programs in partnership with ATPs.
7. Seeks new project management professional development programs and services through networking with other educational organizations and PMI chapters.
8. Promotes the project management profession through the planning and coordination of special events, as identified by the chapter board, designed to enhance and expand the skills and knowledge of project managers.
9. Invites key influencers from various industries to participate in chapter events.
10. Assists and performs recruiting and selection of personnel to carry out educational group activities at the chapter.
11. Negotiates and/or approves agreements between the chapter and related external partners.
12. Develop and implement succession and transition plan for the role.

# BUSINESS ACUMEN SKILLS:

* + Ability to develop and manage programs and event schedules
	+ Content and curriculum development
	+ Knowledge of PMI credentials and PDU program
	+ Event planning

# POWER SKILLS:

* + Coaching and mentoring
	+ Public speaking/presentation
	+ Team building

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

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