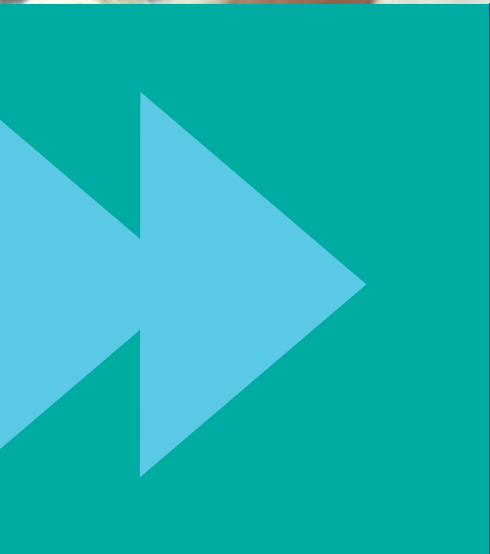




MANAGEMENT AND LEADERSHIP

Workforce Development and Continuing Education | Course Information



Essential skills to further your career

montgomerycollege.edu/wdce | 240-567-5188

PROJECT MANAGEMENT

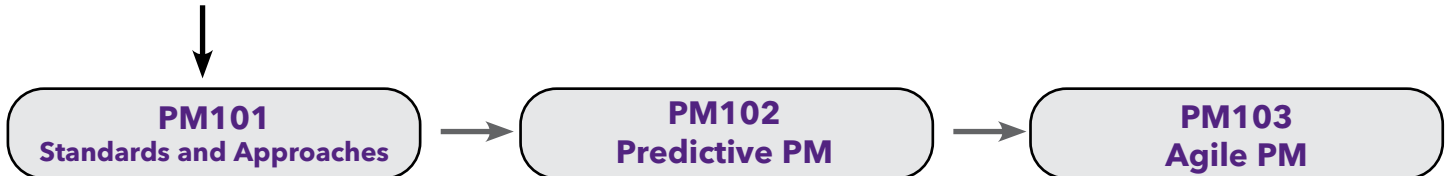
Montgomery College is an approved Authorized Training Partner (ATP) by the Project Management Institute (PMI).

Our program provides **three** pathways for students to pursue project management. We offer expert faculty, flexible and affordable courses, and training designed to strengthen your project management capabilities.

For eligibility requirements for CAPM or PMP, you must visit PMI.org.

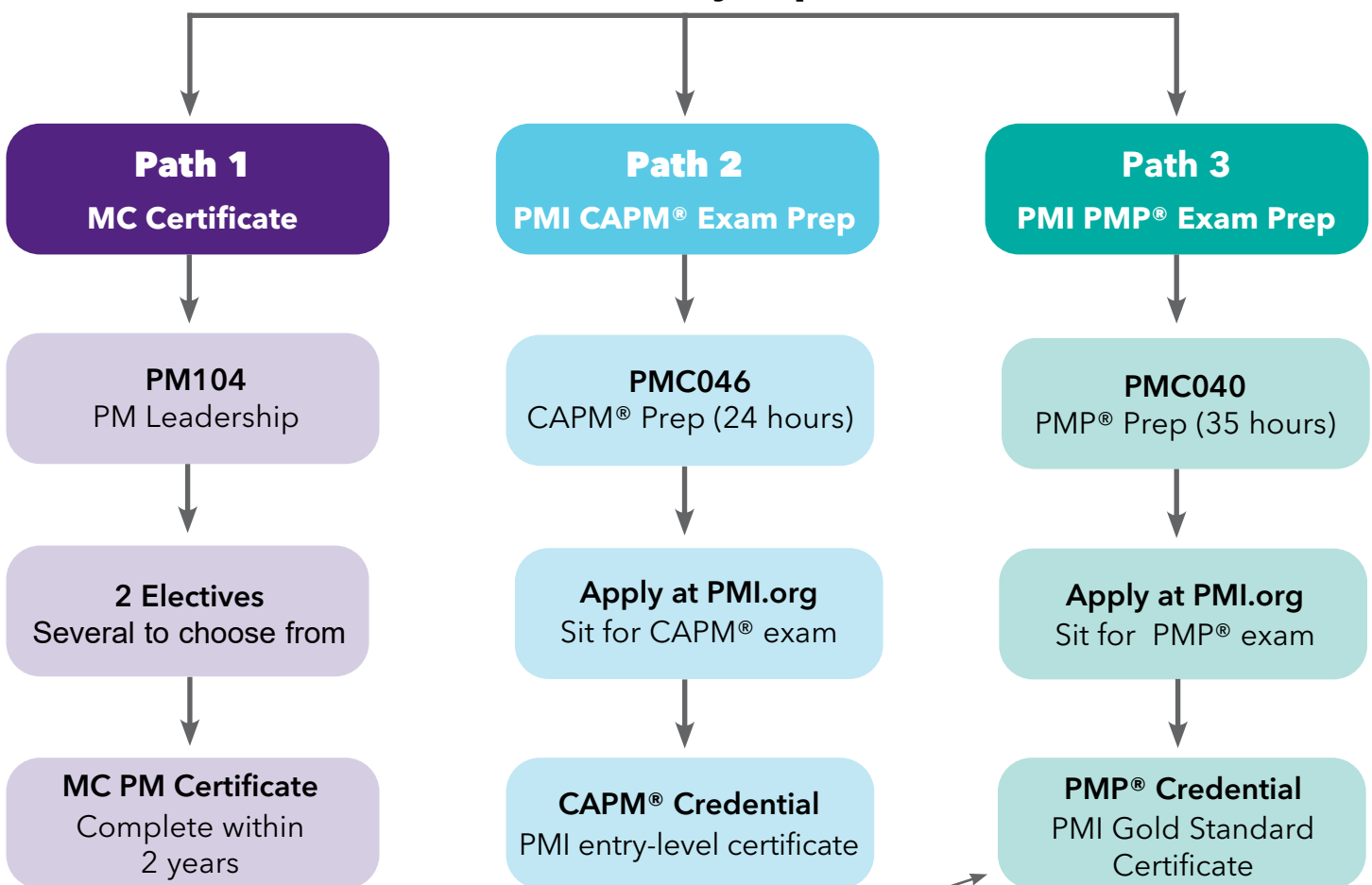


Start Here



First complete the required foundations: PM101 → PM102 → PM103

Then choose your path



CAPM can lead to PMP®

PM101: Project Management Standards and Approaches

This introductory course covers PMI's project management standards, principles, and core concepts. Participants learn the purpose and functions of projects, key behaviors that drive success, and the differences between predictive, agile, and hybrid methodologies. The course provides a high-level overview of each approach and guidance on selecting the appropriate method. Hands on exercises and an exam reinforce learning. PM101 is the foundational course for the entire series.

Course: PMC053 15 Hours



BECOME THE PROJECT MANAGER EVERY TEAM WANTS

Step into Montgomery College's **PROJECT MANAGEMENT MICRO CREDENTIAL** and build the skills that make careers take off.

Successfully complete **PM101 • PM102 • PM103** and earn all three badges to claim the full microcredential badge! For more information go to Montgomerycollege.edu and search on "Microcredentials"

Fast – Practical – Career-Boosting
Start your project management journey today!



PM102: Practical Application of Predictive (Traditional) Project Management

This course provides a comprehensive review of the predictive project management life cycle—from initiation through project closeout. Topics include scope definition, scheduling, risk planning, communications, change management, team development, and project closure. Using a case study, participants create the core documents used in traditional project management and learn how to apply them to real projects.

Course: PMC037 28 Hours



Path 1

Project Management Certificate Program

The Montgomery College Project Management Certificate program is ideal for professionals looking to launch a new career, sharpen their existing skills with current industry practices, or broaden their expertise in project management. Through a combination of expert faculty and affordable, practical coursework, participants will build the technical and interpersonal competencies needed to lead projects to successful completion—on time, on budget, and within scope. The program covers both predictive (traditional) and agile methodologies, empowering students to become more effective and valued project managers in today's dynamic work environment. Students must complete and pass the program within two (2) calendar years of starting the program in order to be eligible for the Montgomery College Project Management Certificate.

PM103: Practical Application of Agile Project Management

This course explores agile project management, a rapidly growing approach in the field. Participants learn agile values and principles, compare agile methodologies, and focus on the Scrum framework. This course is designed for both PMP® credential holders and professionals working on agile teams.

Course: PMC038 28 Hours



Path 2

Certified Associate in Project Management (CAPM)® Prep

Earn your CAPM®—the Project Management Institute's globally recognized entry-level project management credential. This exam preparation course is specifically designed to equip you with the knowledge and confidence to pass PMI's Certified Associate in Project Management (CAPM)® exam. This course provides thorough coverage of PMI's global standards and PMBOK® Guide terminology, ensuring you are fully prepared for exam day.

PM104: Project Management Leadership

This course focuses on the interpersonal skills essential for effective project leadership. Participants practice communication, active listening, conflict management, influencing, trust building, decision making, and delivering constructive feedback—skills needed to build strong relationships with team members, stakeholders, product owners, and customers.

Course: PMC042 8 Hours

The CAPM® credential is the ideal starting point for project team members involved in scheduling, logistics, cost estimating, and other project functions, as well as those with fewer than three years of project management experience who are looking to formalize and validate their skills. Earning your CAPM® not only demonstrates your commitment to the profession but also puts you on the path toward PMI's premier credential, the Project Management Professional (PMP)®. Upon successful completion of this course, participants will be eligible to apply for the CAPM® exam through PMI at PMI.org. *Prerequisites: PM101, PM102, PM103.*

Course: PMC046

24 Hours

Path 3

Project Management Professional (PMP)® Certification Prep

Earn your Project Management Professional (PMP)® – the gold standard in project management certification, recognized by employers, clients, and colleagues worldwide. This exam preparation course is designed to give you the knowledge, skills, and confidence to pass the PMP® exam and demonstrate your ability to successfully lead and deliver projects across industries and methodologies.

As a PMI Authorized Training Partner (ATP), Montgomery College delivers official PMI-developed exam preparation materials taught by instructors who have completed PMI's ATP Train the Trainer–PMP® Exam Prep program. This distinction ensures you receive high-quality, PMI-aligned instruction that reflects the most current standards and exam content—giving you a clear advantage on exam day.

The course is built around the latest guidance from the *PMBOK® Guide—8th Edition* and PMI's Standards+ digital platform, with a strong emphasis on value delivery, adaptive approaches, and the modern project management practices outlined in PMI's current Exam Content Outline.

Upon completion, participants will be prepared to apply for and sit for the PMP® exam through PMI at PMI.org.

Prerequisites: PM101, PM102, PM103.

Course: PMC040 35 Hours

Project Management Electives

Not all courses are offered every semester.

Increasing Influence for Project Managers

Influence is used by project leaders throughout all phases of a project. Individuals can actively strengthen their influence to be more successful in the work environment—whether at the leadership level or not. This course will define influence, review how influence can be used on projects, discuss sources of influence, and provide practical tips on how to strengthen your own influence within the project environment.

Course: PMC043 5 Hours

Handling Conflicts on Project Teams

Conflict is a natural occurrence when people work on teams. However, conflict can negatively impact project success. This course prepares the project management professional to understand and manage conflict on project teams. You will gain an understanding of the strategies and skills that result in resolution as well as prevention methods.

Course: PMC047 5 Hours

Budgeting Essentials for PMs

This introductory course equips project managers with foundational budgeting skills critical to planning, managing, and controlling project finances. Through practical exercises and real-world examples, participants will gain confidence in developing accurate budgets and monitoring project costs.

Course: PMC051 5 Hours

AI in Project Management

This elective offers a high-level overview of Artificial Intelligence (AI) and its rapidly evolving role in the field of project management. This class demystifies key AI concepts and explores practical applications that enhance project planning, decision-making, risk management, team collaboration, and productivity. Participants will leave with insight into how AI can be strategically leveraged to drive project success.

Course: PMC052 5 Hours

Project Procurement Basics: Tools, Terms, and Tactics

This introductory course equips project managers with the essential knowledge and skills to manage procurement activities across the project life cycle. Participants will learn how to plan, conduct, control, and close procurements effectively while navigating contracts, vendor management, and compliance considerations.

Course: PMC054 5 Hours

AI Prompting for Project Managers

Learn how to effectively use artificial intelligence tools through strategic prompting techniques to improve project planning, communication, and decision-making. This course introduces practical prompt engineering methods tailored for project managers, enabling participants to generate high-quality outputs for common project tasks while maintaining critical thinking and oversight.

Course: PMC056 5 Hours

Preparing Project Teams for Change in an AI World

Artificial intelligence (AI) is rapidly transforming how projects are planned, executed, and delivered—requiring project managers to lead teams through continuous change. This course equips project professionals with the tools and strategies needed to prepare, support, and guide project teams in an AI-enabled environment.

Course: PMC057 5 Hours

Maximizing Project Communication through AI

Effective communication is critical to project success, yet many project managers struggle to keep stakeholders informed, aligned, and engaged. This course explores how artificial intelligence can enhance project communication by improving clarity, efficiency, and responsiveness across the project life cycle.

Course: PMC058 5 Hours

COACHING

Coaching Certification Program

Required Courses (Must be taken in this order):

1. Introduction to Coaching
2. Coaching Clinic–Introduction
3. Coaching Essentials, Competencies, and Practices
4. Coaching Practicum
5. Coaching Mastery
6. Mentor Coaching
7. Final Step (Optional)



Not all courses are offered every semester.

Montgomery College's coaching certification program is an approved International Coaching Federation's Level 1 accredited coaching training program.

1. Introduction to Coaching

If you're driven to inspire and support others in reaching their goals, coaching may be the ideal skill set for you. This 3.5-hour experiential introduction explores the fundamentals of coaching, including what coaching is—and isn't—and how it differs from mentoring, consulting, therapy, training, and athletic development. You'll examine core coaching beliefs, the qualities of effective coaches, and the essential components of coaching conversations. The session also provides an overview of the Montgomery College Coaching Certification Program, the International Coaching Federation (ICF) credentialing process, and current trends in the coaching field.

Course: MGT714 **3.5 Hours**

2. Coaching Clinic–Introduction

Explore the philosophical, historical, and ethical foundations that shape the coaching profession. Build on concepts from Introduction to Coaching to deepen your understanding of coaching's core principles and guiding frameworks. *Prerequisites required.*

Course: MGT715 **15 Hours**

3. Coaching Essentials, Competencies, and Practices

This course offers an in-depth exploration of foundational coaching competencies, operating assumptions, and applied techniques. Students will refine their use of coaching language, analyze the effects of various techniques, and engage in structured practice to enhance professional coaching skills. *Prerequisites required.*

Course: MGT716 **15 Hours**

4. Coaching Practicum

This practicum provides supervised coaching experience with practice clients to apply and integrate core coaching competencies. Students will work under faculty guidance to refine their coaching skills in real-world scenarios, demonstrating ethical and effective practice. *Prerequisites required.*

Course: MGT581 **15 Hours**

5. Coaching Mastery

Engage in structured coaching sessions to refine your skills and deepen your understanding of core coaching competencies. In a supportive classroom environment, students receive targeted feedback from a facilitator during live coaching interactions to strengthen effective practices and identify areas for continued growth. This course emphasizes applied learning and professional development. *Prerequisites required.*

Course: MGT625 **15 Hours**

6. Mentor Coaching

This course focuses on developing coaching skills through structured mentor coaching aligned with ICF standards. Participants receive feedback on their coaching practice—distinct from personal or business coaching—to enhance competency and effectiveness. This course fulfills the 10-hour mentor coaching requirement for the ICF ACC Level 1 credential, ACC Portfolio Path application, or ACC renewal.

Course: MGT767 **10 Hours**

7. Final Step: MC Coaching Certification

This final step in the MC Coaching Certification Program is required for students who have successfully completed the ICF Accredited Level I 73.5 hours of coaching education through Montgomery College and want to complete the program. This certification can be used to apply for the ICF's Associate Certified Coach (ACC) credential as it completes the training and mentor coaching requirements indicated by the ICF. This requirement involves the submission of a recorded coaching session and transcript focused on the appropriate demonstration of the ICF ACC level coaching competencies behaviors. Participants will receive guidelines for creating an acceptable recording and transcript and will receive an individualized evaluation and feedback from a certified coaching instructor. Upon registration, students will be contacted via email with instructions and guidance to support successful completion of their assignment.

Course: MGT812 **5 Hours**

For more information including current schedules and pricing, visit

<https://www.montgomerycollege.edu/wdce/management-leadership/index.html>

Coaching Electives

The Power of Perspective: Seeing Things Differently

Explore how shifting perspective can open new possibilities. Learn easy ways to reframe challenges and approach situations with fresh thinking. This 2.5-hour session will introduce you to recognizing fixed vs. flexible thinking, simple reframing techniques, exploring multiple viewpoints, and reducing negative self-talk.

Course: MGT833 2.5 Hours

What You See in Others: A Mirror for Self-Discovery

What if the traits you admire—and the ones that frustrate you—are both pointing back to you? In this interactive 2-hour session, you'll use a simple, structured exercise to explore the full range of your personal traits, both the ones you proudly own and the ones you tend to avoid. By working with opposites, you'll uncover hidden patterns, expand your self-awareness, and gain insight into how your perceptions of others can reflect parts of yourself. This course is practical, reflective, and accessible for anyone curious about personal growth—no coaching experience required.

Course: MGT834 2.5 Hours

Beyond Hearing: Mastering Deep Listening in Coaching

Most developing coaches over-rely on note-taking and underutilize their most powerful tool: presence-based listening. This course helps coaches shift from capturing every word to hearing what truly matters—emotion, meaning, patterns, and what is unsaid. Participants will learn how to reduce cognitive overload, trust their memory, and listen at a deeper level aligned with International Coaching Federation Core Competencies. Through live practice, structured exercises, and real-time feedback, coaches will strengthen their ability to stay fully present while capturing only what serves the client.

Course: MGT836 2.5 Hours

Intentional Questioning: Advanced Techniques for Transformational Coaching

Many coaches learn to ask powerful questions yet still rely on familiar or surface-level patterns. This advanced session develops the capacity for intentional questioning—where each question is thoughtfully chosen to deepen awareness, challenge assumptions, and create meaningful forward movement. Through experiential practice and feedback, you will strengthen your ability to ask fewer, more impactful questions aligned with the International Coaching Federation's Core Competencies, elevating both your presence and effectiveness.

Course: MGT837 2.5 Hours

S.M.A.R.T Goals—A How to Guide

We've all heard that it is better to work smarter than harder. This concept starts with identifying your goals. In this 2 ½-hour session, learn and practice a well-established process to write clear, attainable goals that hold you (or others) accountable to a deadline.

Course: MGT791 2.5 Hours

The Wheel of Life

Explore the different areas of your life and the attention you give them, how important they are to you, and how satisfied you are with them. This class helps people connect with how balanced their life is, where the issues might be—and identifies one action to take away and improve things!

Course: MGT792 2.5 Hours

Asking Powerful Questions

Learning to use the power of questions can dramatically increase your professional and personal effectiveness. Best practices for asking powerful questions will be reviewed and demonstrated in this 2.5-hour session.

Course: MGT813 2.5 Hours

Listening for Deeper Connection

A true commitment to listening well is important in any conversation. If you are someone who wants to start to improve their listening skills to deepen your connection with others, this 2.5-hour session will introduce you to the three Levels of Listening and provide a 3-step process for demonstrating more effective listening.

Course: MGT814 2.5 Hours

Coaching Skills for Everyday Life (6 hrs)

Do you want to improve your communication with your family, friends, or colleagues at work? Coaching skills are not just for professional coaches or managers, they are for everyday life whether you're interacting with children at home, trying to help a family member, friend, colleague, or team at your place of work. Through a hands-on, interactive approach, you will learn how to listen more effectively, ask better questions, better manage conflicts, and more!

Course: MGT717 6 Hours



CONFLICT MANAGEMENT/ MEDIATION

40-Hour Basic Mediation Course

This 40-hour interactive and experiential training offers you a how-to guide for conducting mediations of various types of conflicts. An introduction to conflict theory assists you in exploring your own conflict style and how that may help or hinder the process. You will learn and practice the 7-Step Mediation Model and will learn how to handle anger, listen strategically, balance power, and write agreements. This course fulfills the requirements for Rule 17 of the Maryland Rules of Procedure for Alternative Dispute Resolution. This course is approved for 40 hours from the Maryland Board of Social Work Examiners. Students must attend 100% of the class hours to receive their certificate.

Course: MGT315

40 Hours

Advanced Mediation Ethics and Skill Building

Earn your required 2 hours of ethics and more in this engaging 6-hour course. Examine complex ethics cases and practice agreement writing-an essential skill for concluding mediations effectively. The course also offers an in-depth exploration of managing intense emotions in the mediation room, including those of the parties and the mediator. Expect interactive, thought-provoking discussions and fresh exercises, even for returning students.

Course: MGT475

6 Hours

Maryland Mediation Ethics Jeopardy

Step up to the podium for Maryland Mediator Ethics Jeopardy! This interactive 2-hour session uses friendly competition, real-world scenarios, and group discussion to explore key ethical principles every Maryland mediator should know. Whether you're looking to fulfill your annual Maryland Program for Mediator Excellence (MPME) ethics requirement or simply want a lively refresher, this course offers a dynamic way to stay current. Participants who completed the Montgomery College Basic 40-Hour Mediation Course within the past year have already met the requirement but are warmly invited to join the fun and deepen their understanding.

Course: MGT832

2.5 Hours

NEXT-GENERATION SHRM CERTIFICATION SHRM-CP® and SHRM-SCP®

Montgomery College is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.



The current job outlook in the Montgomery County/Washington Metropolitan area includes:

- Current Median Salary for this career is \$60,000
- 17 annual job openings are posted within 50 miles of Rockville, Maryland.

HUMAN RESOURCES

Set Yourself Apart With SHRM Certification

This is an exciting and pivotal time in the HR profession. Now more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The HR profession is no longer just about what you know, but how you do your job.

In the ever-evolving human resources landscape, it can seem difficult to stand out and prove your value. However, by earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®), you can prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today's global economy.

SHRM Essentials® of Human Resources

Human resource issues impact every company in some way. That is why it is important to understand the fundamental issues surrounding HR today. This course provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, This course covers the key HR topics you need to know: human resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management. This course qualifies for 18 recertification hours upon completion.

Course: MGT718

18 Hours

SHRM Certification Prep+

Enrich your HR skills and competencies to succeed! Our SHRM-CP® and SHRM-SCP® certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential establishes you as a recognized expert in the HR field. This certification preparation program covers six knowledge domains (People, Organization, Workplace, Leadership, Interpersonal, and Business) as well as eight behavioral competencies (Leadership and Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Inclusive Mindset, Analytical Aptitude, and Communication). For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies, and increase productivity. As an added advantage, we use the SHRM Certification Prep System, which features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. TWA

Course: MGT817

36 Hours



Workforce Development and
Continuing Education
51 Mannakee Street
Rockville, MD 20850-1195

MANAGEMENT AND LEADERSHIP



[https://www.montgomerycollege.edu/
management-leadership/index.html](https://www.montgomerycollege.edu/management-leadership/index.html)

MANAGEMENT AND LEADERSHIP

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Essential skills to further your career

Contact our Management and Leadership Team

sharon.maxwell@montgomerycollege.edu

240-567-3828

noel.lazaro@montgomerycollege.edu

240-567-2563

alison.stockman@montgomerycollege.edu

240-567-1895

Note: Not all classes are offered every semester. Visit our website for up-to-date information.

[https://www.montgomerycollege.edu/wdce/
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