Summit Compliance & Training Solutions LLC

Corporate Training Catalogue
Compliance Consulting | Workforce Training | Project Management | Program Evaluation
Advancing Quality, Performance, and Operational Excellence
Willis H. Thomas, PhD, PMP, CPT, CQA

OVERVIEW

Today's workplaces move quickly and require teams to adapt, communicate, and solve problems effectively. Our training is designed to give employees, managers, and leaders practical skills and competencies they can use right away — whether they're supporting daily operations, working on projects, or collaborating across departments. The goal is to help people do their jobs more effectively and with greater confidence.

Programs combine real-world application, adult learning principles, and industry best practices, drawing from decades of experience across life sciences, IT, government, higher education, and global enterprises. Each offering is built to strengthen capability, improve decision-making, and support operational excellence in everyday work.

Note: This catalogue reflects a representative selection of available courses. Additional topics and customized programs are also available based on organizational needs.

CORE TRAINING DOMAINS

Leadership & Management
- Leadership skills for managers and project leaders
- Leading cross-cultural and virtual teams
- Conflict resolution and crucial conversations
- Coaching for performance improvement
- Emotional intelligence and interpersonal effectiveness
- Decision-making and problem-solving for leaders
- Change leadership and organizational readiness

Project, Program & Portfolio Management
- PMP® Certification Training (PMBOK® Guide 8th Edition, 35 hours)
- Project Management Fundamentals (for non-PMs and professionals)
- Managing multiple projects and priorities
- Agile, predictive, and hybrid delivery approaches
- PMO development and governance
- Stakeholder engagement and communication
- Project team dynamics for virtual teams

Quality, Compliance & Operational Excellence
- Business and technical writing skills
- Human error reduction and prevention
- Audit readiness and inspection preparedness
- Quality Systems: WI/SOP/QSP alignment
- CAPA, change control, and continuous improvement
- ISO standards awareness (9001, 14001, 45001, 26000, 31000, 37301, 21500/21502)
- Operational readiness and workflow optimization
- Documentation discipline and traceability (GDP, ALCOA++ and Data Integrity)
- AI Technology and Information Systems Skills
- MS Office Basics and Refresher

Human Capital, HR & Workforce Performance
- Performance management and measurement
- Competency-based training design
- Skills matrices and workforce capability mapping
- Talent development and succession planning
- Organizational development for growth
- Workforce planning and role clarity
- Coaching and mentoring for supervisors

Communication, Stakeholders & Business Acumen
- Stakeholder relationship management
- Executive and business communication
- Negotiation skills for professionals
- Business writing for impact
- Vendor and external partner management
- Presentation skills and meeting facilitation
- Conflict management and de-escalation
- Customer and client engagement

Evaluation, Lessons Learned & Continuous Improvement
- Lessons learned that work
- Evaluation for managers and leaders
- Qualitative and quantitative evaluation methods, i.e., ROI and ROQ analysis
- Knowledge management for performance and data-informed decision-making

ESG, EHS and Security
- OSHA 30-hour awareness topics
- CPR, AED, and basic first aid awareness
- Environmental, health, and safety (EHS) fundamentals
- Workplace safety, hazard recognition, emergency response and incident reporting
- Security awareness and insider-threat fundamentals
- Cybersecurity awareness

PMP® CERTIFICATION TRAINING (PMBOK® GUIDE 8TH EDITION)

Building confident, exam-ready project leaders through practical, scenario-based learning This PMP® Certification Course prepares professionals to think and act like modern project leaders. Grounded in the PMBOK® Guide 8th Edition and enriched with real-world scenarios, the program strengthens decision-making, value delivery, stakeholder engagement, and cross-functional leadership. This course satisfies the 35-hour education requirement to take and pass the PMP® exam and obtain the PMP® certification.

Core Learning Focus
- Application of the twelve PMBOK® Guide 8th Ed. Principles
- Mastery of the seven PMBOK® Guide 8th Ed. Performance Domains
- Insight of the PMBOK® Guide 8th Ed. Models, methods, and artifacts (MMAs)
- Understanding of Predictive, agile, and hybrid delivery approaches
- Scenario-based exam reasoning and decision logic
- Test-taking strategies, pacing models, and realistic practice questions
- Leadership, communication, and stakeholder engagement

Ideal Audience: Project managers, team leads, PMO staff, emerging leaders, and professionals pursuing PMP® certification.

Outcomes You Can Expect
- Stronger exam readiness and confidence
- Improved decision-making using PMI's value-driven logic
- Better stakeholder engagement and communication
- Enhanced ability to manage uncertainty, risk, and complexity
- More consistent project results with fewer delays and less rework

Resources used
- PMBOK® Guide 8th Ed.
- Supplemental case studies and references that reinforce learning
- Content developed by Willis H. Thomas, PhD, PMP, CPT, CPQ who has delivered this content for 20+ years since being certified in 2005
- Enhanced supplemental glossary that captures required terms, definitions, concepts, math calculations and concepts omitted (but necessary) from prior PMBOK® Guides.
- Group exercises that clarify complex topics
- Content that provides a natural bridge between the PMBOK® Guide 7th Edition and PMBOK® Guide 8th Edition. PMI has stated that the PMBOK® Guide 8th Edition is a companion to the prior version. Learners need to know what to retain from a knowledge perspective.