

Catherine Matosky

Partner, Productivity Vermont

Certified Project Manager PMP®, Project & Process Management Expert

Since 1996, we at Productivity Vermont have been on a mission to empower people and make them more effective in the workplace. Productivity doesn't just happen. It begins with a conscious commitment, requires skill and decision-making to thrive, and may need ongoing support to sustain. We have created systems which foster these characteristics in the workplace. Our powerful strategies have helped thousands of individuals achieve greater life balance while boosting their performance at work.

It's easy to get caught up in the day-to-day workload and lose the "big picture" perspective. Catherine can show you how to effectively use project management skills to bring focus to your priorities and accomplish goals on time and under budget. She'll teach you why projects fail, give you a stronger sense of your own role within your organization's projects, and provide time-tested techniques for planning, communicating, and managing actively in order to meet your goals. Good processes lead to better delegation and ease cross-training and hiring, so your team is more effective, more productive, and more versatile. Catherine will work with you to identify where processes or their documentation are lacking. With her hands-on support, you'll learn to clarify necessary processes and define a set of actions and decisions.

Via group training, facilitation, and individual sessions, Catherine will teach you a streamlined approach to project management and help you clarify, define, and document your business processes.

Catherine graduated from the University of Vermont and obtained her Project Management Professional (PMP®) certification through PMI®, the world's leading association for the project management profession.



Porter Knight & Catherine Matosky
Partners, Productivity Vermont

Productivity Vermont offers dynamic workshops for groups as well as consultations and coaching for individuals in the following areas:

Office Organizing & Time Management: creating space, finding files, effective scheduling

Project Management: accomplishing goals on-time, within budget

Process Documentation: identifying steps to ensure consistent, quality outcomes

Electronic Organizing: processing e-mail, finding documents, making sense of the server

Productive Communications: navigating changing priorities, getting what you need, saying "no"

We bring expertise, confidence, humor, and enthusiasm to every training session. You'll gain practical skills and much needed new perspective you can put to use immediately.

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Vital Business is a division of:



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