

Duration 2 Days

TC1117

## OVERVIEW



*It has been said that projects fail for three primary reasons; People, People and People!*

While Project Management Methodologies are instrumental to the discipline of project management, they do not in and of themselves deliver successful projects. People do.

Many believe that managing people successfully is an innate quality in those who do it well. While in rare cases this may be so, we believe that every project manager can learn behaviour that is conducive to producing results in projects that are both personally rewarding and directly linked to business returns.

## WORKSHOP OBJECTIVE

To equip participants with strategies, tools and techniques for building and maintaining cohesive and high performing teams.

This workshop is perfect as an adjunct to our Project Management Fundamentals programme, or as a stand-alone.

## TARGET AUDIENCE

This workshop is designed for:

- Project Managers
- Team Leaders
- Individuals who are about to lead activity on a project
- Project Managers wishing to gain some insight into their personal leadership style and how this impacts others
- Project Managers wishing to refresh their people management skills

## PREREQUISITES

Generic knowledge of project management disciplines and their practical application would be beneficial

## PRE-COURSE WORK

There is no pre-course work for this programme

## LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will provide participants with:

- The ability to establish project teams that capitalise on the strengths of its individuals while providing opportunities for personal and professional growth and development
- Management skills for maintaining optimal performance
- Tools for supporting the project and its team – preparing and conducting persuasive presentations and interest-based negotiations.

Facilitators of this workshop will use various case studies and scenarios, as well as drawing on the experiences of individuals to provide participants with a highly practical and challenging learning experience.

**14 PROFESSIONAL  
DEVELOPMENT UNITS  
(PDUs) AWARDED**



PMPartners is a Global PMI (Project Management Institute) Registered Education Provider.

Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 14 PDUs for their participation in this workshop.

**DELIVERY**

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook containing training materials, tools, templates and checklists, ready for use on your next project.

Our participants are also entitled to complimentary telephone consultation/advice within 60 days of workshop completion.

**ASSESSMENT/ASSIGNMENTS**

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion.

Follow-up assignments are not part of this workshop offering, but may be estimated, designed and conducted upon request.

**CUSTOMISATION OPTIONS**

- Additional day/s covering a greater depth in one or more of the modules covered (see Workshop Content Summary overleaf) or more advanced aspects of interpersonal skills for project managers. Examples include:
  - Coaching and Mentoring for Project Managers
  - Conflict Management
  - Requirements Gathering Facilitation
  - Problem Solving & Decision Making
  - Critical Situation Management
- Other options available upon request

This workshop can be cost effectively customised to your business environment using an appropriate project scenario from your workplace.

## Workshop Content Summary

- Building Project Teams
  - Behavioural Interviewing for Team Selection
  - Typical Phases in Team Development and the Role of the Project Manager
  - Working with Behavioural and Communication Styles
  
- Communicating Effectively
  - Your Personal and Leadership Styles
  - Active Listening and Questioning Techniques
  - Presentation Skills Planning and Practise
  
- Achieving Win-Win Outcomes
  - How Assertive Are You?
    - Tools and Techniques for Ensuring that Your Needs are Understood and Met
    - Planning for and Conducting Interest-Based Principled Negotiations
  
- Managing the Project Team
  - Leadership versus Management
  - Understanding Interpersonal Influences
  - Conflict Management Styles and Situational Applicability
  - Managing the Team
    - Managing Individual Performance Issues
    - Providing Feedback