



Managing People in Project Teams – 2 Day Workshop

Overview

The success of a project is often determined by the project manager's ability to communicate effectively, lead a team, negotiate, and deal with conflict. 'Managing People in Project Teams' is an interactive two day workshop specifically designed to meet the challenges faced by project managers on a daily basis. The workshop focuses on effective communication skills, time management, meeting skills, presentation skills, leadership, team motivation, influence and dealing with conflict. This is achieved using case studies, group discussion, self-assessment exercises and team activities

Outcomes

Following this workshop delegates will have developed the personal and interpersonal skills they need to supplement their technical 'project management' skills for successful project delivery.

Content

Communicating Effectively

- How People Communicate
- Barriers to Communicating Effectively
- Setting and Managing Expectations
- Questioning and Listening Skills
- Managing Diverse Personality Styles
- Communicating Assertively
- Project Communication

Running Effective Meetings

- The Key Features of an Effective Meeting
- Managing the Meeting to Present a Professional Image
- The Role of the Chair Person
- Preparing for Project Meetings
- The Weekly Project Review Meeting
- Recording & Communicating Agreed Action

Time and Priority Management

- Time Management Principals
- Separate the Urgent from the Important
- Pareto – the 80/20 Rule
- Managing Task Switching
- Tools and Techniques to Make Better Use of Time
- The Value of Goal Setting
- Dealing with Procrastination

Presenting Professionally

- Presenting with Confidence
- Developing Professional Presentations
- Learning Styles & Audience Rapport
- Using Visual Aids
- Communicating with Impact

Managing Stress

- Definition of Workplace Stress
- The Benefits and Consequences of Stress
- Stress personality types
- Managing Energy and Stress Levels
- Recognise the Signs of Stress in Others
- How We Respond ($W + H = O$)
- Quick and Easy De-stressing Techniques

Negotiating & Influencing

- Project Negotiations
- Influence & Persuasion
- Social Influence Factors
- Negotiation Strategy
- Bargaining Techniques
- Win/Win Negotiation
- Time, Cost and Scope Negotiations