



Leading Project Teams

Duration: 3 Days **Course Code: LPT100E**

Overview:

There is no question that the role of a Project Leader is becoming more and more challenging. Projects are increasing in size and complexity and, as a result, project teams are becoming larger and more diverse making projects more difficult to lead. Additionally, as many organizations execute multiple projects concurrently, Project Leaders and team members may find themselves stretched across a number of projects at the same time. These factors, in combination with the fact that Project Leaders often lack formal authority over team members, means that individuals responsible for leading projects need new and different skills to be effective in today's environment. The 3 day *Leading Project Teams* workshop has been developed to help build the skills and knowledge Project Leaders need to improve project results and deliver more business value.

Target Audience:

This course is designed for anyone managing or leading projects to help them: Lead projects in a way that improves outcomes and business results Manage the common people-related challenges that get in the way of project success Develop leadership and communication skills

Objectives:

- After completing this course, you will:
 - Monitor individual and team results
 - Identify the roles of a project leader
 - Provide feedback to maximize individual and team performance
 - Adapt your communication style to work effectively with different project team members
 - Deal with difficult situations
 - Establish clear individual and team goals in a way that builds team member commitment
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Content:

INTRODUCTION

- Introduction to course
- Personal learning objectives
- The role of a project leader

UNIT 1: ALIGNING YOUR PROJECT TEAM TO ACHIEVE RESULTS

- Defining the project vision, goals and processes
- Establishing relationships with team members
- Making the connection for team member between tasks and project goals

UNIT 2: COMMUNICATING EFFECTIVELY

- Leading effective meetings
- Leveraging technology to improve communication

UNIT 3: MAXIMIZING TEAM MEMBER PERFORMANCE

- Assigning tasks
- Assessing team member performance
- Providing team members with feedback
- Motivating the team and individuals

UNIT 4: DEALING WITH DIFFICULT SITUATIONS

- Understanding your natural approach to conflict
- Holding team members accountable – from feedback to performance management
- Dealing with team conflicts
- Delivering difficult messages to stakeholders

CONNECTION

- Your personal action plan

Further Information:

For More information, or to book your course, please call us on 0800/84.009

info@globalknowledge.be

www.globalknowledge.be