

Academy of Training

Project Management, Teamwork and Associated Skills

Overview

To discharge the responsibilities of their roles effectively, project managers, project team members and other professionals must be proficient in the technical aspects of their jobs. They must also be able to manage their projects effectively, be articulate in terms of communicating with and presenting to users and, where appropriate, be able to train and coach effectively. Most importantly, however, they must be able to manage the change process and work successfully as a member of a team.

Objective

The objective of this five-day programme is to assist project managers, project team members and other professionals in developing all the key skills for successful project management, team building and teamwork.

Participants will also learn key communication, presentation and influencing skills essential for presenting themselves, their projects and working successfully with users, colleagues and other key players associated with their projects.

Training in skills to assist participants in coaching, training and managing the change process effectively will also be included in the programme.

Content

The content of the programme is as follows:

Project Management - Days 1 and 2

- Skills for successful project management
- Project life cycle
- Developing project mission, goals and objectives
- Pre-planning – the critical first step
- Project planning, scope and documentation
- Using work breakdown structures
- Estimating and scheduling project work
- Using Gantt charts and network diagrams
- Project monitoring and control
- Risk analysis and management
- Termination and post termination review
- Tips for avoiding project headaches
- Achieving team member self-control
- Managing threats to time and scope.

Team Building and Teamwork - Day 3

- Five key behaviours for successful team building and teamwork
- How to build an effective team
- Leading and motivating the team

- Co-operating and working together
- Maintaining the team when the pressure is on.

Communication, influencing and change - Days 4 & 5

- Dynamic presentation skills
- Understanding roadblocks in communication and how to avoid them
- Getting our message across effectively
- Listening and encouraging input
- Questioning and fact finding
- Giving feedback
- Handling criticism
- Persuading and influencing
- Negotiating solutions
- Managing competing requests
- Behavioural interviewing
- Delegating, coaching and training effectively
- Managing the change process.

Method

The workshop will be conducted on a consultative and interactive basis built entirely around participants own work environment and examples.

Participants will be asked to work on a live project example and present a project plan to management for approval and sign off.

The team building and team work section of the programme may include an experiential component, as appropriate. Peer review will form part of the presentation skills section.

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