



Project Leadership and Communication Skills

Who should attend this seminar

This course is intended for project managers and senior management who are responsible for leading project teams.

What you will learn

- Identification of the specifics of technological projects
- Increased efficiency in interpersonal relationships
- Decreased stress and increased self confidence
- Increased team productivity

Seminar format

- Three days; lecture, workshop and discussion groups

Seminar take-aways

- Complete participant workbook including all visual aids used during the seminar
- Case and workshop handouts
- Certification of completion with 21 Professional Development Units

Seminar Outline

- Project v/s operations
Definitions and differences
- Key elements of a project
- Launching the project – beyond the administrative aspect
- Risk assessment and management
- Recruiting the team: selection and interviewing techniques
- Developing strong alliances in the organization
- The do's and don'ts in planning
- Split responsibilities and leadership
- Managing stakeholders' expectations
- Integrating new team members
- Organizing and motivating – models
- Understanding social styles
- Delegating
- Keeping a sense of humor
- Facilitating and decision making
- Steering committee efficiency
- Practical situational leadership
- Resistance and aggressivity – the 3R technique
- Overview of conflict resolution techniques
- Delivering good andbad news
- Managing and integrating organizational change in the project