



# 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 and ....bad news
- Managing and integrating organizational change in the project