

Project Leadership and Communication

3-day Workshop

PROJECT SUCCESS IS DIRECTLY RELATED TO THE PEOPLE INVOLVED

Research over the decades has shown that the greatest variance in project success comes from the level of experience and capability of the people on the project. Thus, perhaps the greatest challenge to planning and managing a project is to select and nurture an appropriate team. While it would be ideal to choose a particular set of team members, that is rarely an option. As more and more teams become globally distributed, interactions must also consider culture and time zone differences, in addition to the usual team dynamics challenges. The successful project manager is able to motivate and lead the team provided, while also working effectively with management and the customer.

Description:

The workshop addresses the “soft skills” of project management, dealing with the success factors and the issues of managing the people involved in a project, no matter where they are located. The primary emphasis is on managing the project team, but the workshop also addresses how to communicate and work effectively with project sponsors, customers, and organization management. For each constituency, there is a need for well-planned interactions, ongoing communication of progress, and regular ways of gathering feedback.

Through lectures and guided exercises, participants learn the essentials of team building and leadership. They learn to recognize the preferred working styles of the people involved, tailor their communication and interactions to those styles, and seek useful feedback. Participants use supplied templates and examples to develop communication plans, progress reporting mechanisms, staffing plans, training plans, and roles/responsibilities matrices. Using issue management and decision making procedures, they learn how to handle conflict and stress, very common elements of most projects.

Topics:

- Project Leadership Context
 - Team considerations
 - Customer considerations
 - Organization management
- Individual work styles and preferences
- Types of teams and team development
- Staffing a project team
 - Roles and responsibilities
 - Skills development
 - Working with distributed teams
- Handling issues and conflicts
- Managing customer interactions
- Working with organization management

Target Audience:

Project Managers, technical leaders; also useful to process group and PMO members.

Professional Development Credits:

2.1 Continuing Education Units (CEU)
21 Professional Development Units (PDU)

PMBOK Knowledge Area:

- Project Integration Management
- Project Human Resource Management
- Project Communication Management

Maximum class size: 15

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Workshop Description

Version: November 13, 2007



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