Essential Project Skills for Teams

Course Summary

Description

This course presents project and people skills that every team member can use during any project. Project management topics help participants understand how they can better assist the project manager in planning and controlling the project. Participants also gain insights into important people skills such as conflict management, delegation, effective communication and even management of stakeholder expectations. Participants are led through a series of exercises, each of which contributes to greater understanding of how to work effectively with other people.

Topics

- The basics of project definition, planning and control
- Defining and managing project risk
- Planning for Organizational Adoption
- Managing stakeholder expectations
- Creating a communication management plan for any project
- Making effective decisions
- Managing conflict
- Effective delegation
- Good Meetings Practice
- Turning Lessons Recorded into Lessons Learned

Audience

This course is designed for project team leads and team members, business staff and managers who participate in projects, Project Coordinators, Project Expeditors and Junior Project Managers.

Prerequisites

This course assumes some experience as member of a project team.

Duration

Two days

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Course Outline

I. Introduction
- A. CHAOS Study
- B. Sources of project success and failure
- C. Course Blueprint

II. Defining Project and Project Management
- A. Project Management terminology
- B. IPECC
- C. PM Tools per project phase

III. Managing Project Risk
- A. Sources of risk
- B. Risk Register
- C. Risk Evaluation
- D. Risk Response Planning
- E. Controlling Risk

IV. Organizational Adoption
- A. Impact of change
- B. Organizational Change projects
- C. Preparing for organizational change
- D. The Organizational Adoption Plan
- E. Implementing change
- F. Working with resistance to change
- G. Maintaining change

V. Communication
- A. Communication Planning
- B. Communication Tools
- C. Types of Communication
- D. Communication Channels
- E. Version Control

VI. Good Meetings Practice
- A. Types of meetings
- B. Good meetings; bad meeting
- C. Impact of effective meetings

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