

## Managing and Leading Projects - 2 Days

### Overview

By its very nature, project management is carried out by teams. Normally these are comprised of members that have often not worked together before; are organized for limited, defined periods; and are expected to work together to accomplish common goals. In this environment, one of the biggest challenges for a project manager is to bring together people with a variety of backgrounds and talents and get them to perform as a successful team. Forming teams of diverse skills and expertise can be difficult but also very rewarding. Successful leaders are those that greatly improve the success of these teams in reaching project objectives. Effective leaders are easily recognized but difficult to characterize. They do not rely on intelligence or personality alone. Latest research has led to better identification of key aspects of effective leadership. This course takes a close look at current thinking on effective leadership and how to apply these skills in the project environment.

Individual skills alone, however, will not lead to successful projects. This course provides an in-depth study of the manner in which teams form and function. By understanding team dynamics, successful project managers can better adjust their management approach and maximize the contribution of all team members to improve the probability of the project being successful. The success of every project depends on the capability to effectively communicate both within the team and among project stakeholders. The course also covers the multi-dimensional nature of communication and the “soft skills” that are essential for effective leadership. Focus is given to using the tools of motivation, power, and communication, to better achieve project objectives.

### Special Features

This course uses both hands-on tutorial and lecture. Participants learn how to recognize the traits of effective leaders and learn how to better improve their own leadership skills.

### Topic Highlights

Topics covered include:

- Analyzing The Qualities Of Successful Leaders
- Understanding Team Formation, Functioning, And Dynamics
- Communication Theory And Practice
- Characterizing Management Styles
- Understanding The Relationship Between Motivation And Team Success
- Leadership Skill Self-Assessment
- Understanding Your Personal Management Style And Traits
- Applying Problem Solving Skills

- Applying “Soft Skills” Techniques To Improve Team Performance

## Audience

Managers and mid-level professionals who are faced with increasing pressures to improve organizational performance should take this course. This course is also intended for individuals who are program directors or above and who have responsibility for improving the effectiveness of their organizations. Course participants should have project management experience and understand project management processes and techniques.

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