



# PMP024

## Mastering

# Project Management

## Course Introduction:

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More than ever before, much of an organization's work to implement strategic improvement changes is considered project-type tasks. Projects are becoming increasingly complex and sophisticated, but often project work is performed by competent professionals who may have little or no leadership training in a project management environment. Modern organizations cannot afford anything less than competent project management that leads to successfully completed projects. Establishing and maintaining team leadership skills, productive work team environments and leading teams in activities to meet goals is a challenging, every-day part of a team leader's life.

This module offers an opportunity to focus on the development and use of productive leadership practices that allows for effective and efficient management of a team's work. It provides practical skills to take back to the job, along with insights needed to adapt principles to specific project environments. The seminar is designed to give participants an in-depth understanding of the skills required for project administrators and team members to successfully demonstrate leadership in their work.

## Course Objectives:

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**Upon successful completion of this course, the delegates will be able to:**

- ✓ Understand leadership and its role in the development of project teams
- ✓ Gain greater skill in working in the role of project team leader
- ✓ Develop skill in leadership techniques of planning, goal and objective setting, decision making, relationships and communication
- ✓ Understand the role of stakeholders in a project
- ✓ Understand the skills necessary for a successful project leader
- ✓ Learn to utilize individual and team strengths to achieve project objectives
- ✓ Learn how to develop and maintain high team morale and motivation
- ✓ Develop communication and human interaction skills to develop successful project teams
- ✓ Develop techniques to deal with organizational change
- ✓ Learn techniques of stakeholder assessment and management
- ✓ Learn the techniques to deal with the human reaction to change

## Who Should Attend?

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The course is designed for anyone who is an acting or aspiring project professional, whether you are a coordinator, engineer, consultant or site administrator in any sector of industry and/or business, including the service industry. The course is appropriate for those who have some project

work experience and are responsible for managing any type of project or those who desire to learn project leadership skills to be able to better manage their work. Persons who are members of current teams, business planners, technical professionals and engineers moving into project leadership and executives responsible for managing projects would find this seminar valuable.

## Course Outline:

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### Day 1:

#### **Project Leadership Skills in a Changing Culture**

- Identification of project officer leadership skills
- Challenges project executives face in changing organizations
- Conditions that exist that require leadership
- The role of project team leadership in dynamic organizations
- Understanding the role of strategic management in leadership
- How leadership skills have changed with organizational change

### Day 2:

#### **Project Leadership in Organizational Excellence, Goal Setting and Decision Making**

- The role that organization type plays in project management
- Developing a culture of organizational excellence in project management
- Learning to set good goals and objectives
- Learning the skill and techniques of managing project stakeholders
- Decision making and problem solving concepts for team leaders
- How to lead a team in decision making analysis

### Day 3:

#### **The Importance of Communication as a Project Management Professional**

- Importance of project team leadership and communication methods
- Interpersonal communication is two-way
- Understanding of how interpersonal communication preferences differ
- Developing an active listening communication style
- Communication information distribution and presentation in project teams
- Communicating empowerment techniques in a project team

#### **Day 4:**

### **Building Trusting Personal Relationships with Project Team Members**

- Successful interpersonal interaction develops trust in teams
- Characteristics of interpersonal interaction
- Identification of the personal interaction style
- Individual strengths and challenges of each interaction style
- Team strengths and challenges in interpersonal interactions
- Understanding how teams work better using varied interaction types

#### **Day 5:**

### **Project Management, Innovation and Human Change**

- Understanding the benefits of innovation and improvement
- Leading personal change in our teams
- Understanding problems inherent with change in individuals and teams
- Avoiding critical change mistakes
- Preparing project team and individuals for change

## **Course Certificate:**

**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

## **Course Methodology:**

**A variety of methodologies will be used during the course that includes:**

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

## Course Fees:

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**To be advised as per course location.** This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Timings:

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### Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

