



PMP033

Managerial and Team Building Skills for Project Management

Course Introduction:

What makes an organization excel is not its latest new product, its stock price or a spot on the Fortune 500. Truly great organizations- particularly project driven ones- stand out because of their people. Managing the process and workload is just not enough nowadays.

People skills are essential for the successful completion of projects. Project managers need to be able to motivate their teams, manage change, deal with difficult people, manage performance, coach and develop their staff. To gain buy-in and support, you need to create a cohesive project team through effective communication and an environment that fosters cooperation and trust.

This course provides you with an excellent foundation in many of the management and soft skills required to manage projects effectively.

Course Objectives:

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

- Apply effective managerial skills in a project environment
- Develop personal, interpersonal and project-personnel skills
- Build and lead high performing teams
- Gain team buy-in
- Resolve conflicts effectively
- Delegate tasks with confidence
- Improve your communication skills
- Organize your time and workload

Who Should Attend?

This course is intended for functional managers, team leaders, team members, supervisors, project managers and professionals seeking to improve their managerial skills in a project environment.

Course Outline:

Day 1:

Project Management Framework & Introduction

- Introduction to Project Management Institute (PMI)
- Introduction to the *PMBOK® Guide 5th Edition*
- Project Management Context
- Areas of Expertise needed by the Project Team

Day 2:

Project Management Framework & Introduction (cont'd)

- Role of the Project Manager
- Project Life Cycle
- Project Management Process Groups and Knowledge Areas

Day 3:

Project Human Resources Management

- Plan Human Resource Management
- Acquire Project Team
 - Virtual teams

Day 4:

Project Human Resources Management (cont'd)

- Develop Project Team
 - Stages of team development
 - Team building activities
 - Delegation skills
 - Motivating the team
- Manage Project Team
 - Project performance appraisals
 - Conflict management in project teams
 - Problem solving & decision making

Day 5:

Project Communications Management

- Plan Communications Management
- Manage Communications
 - Communication channels
 - Communication models
 - Effective communication methods
 - Time management
 - Meetings management
- Control Communications
 - Performance reports

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:

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

Course Timings:

Daily Course Timings:

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