

Course

PROJECT MANAGEMENT, LEADERSHIP & COMMUNICATION

About Course

Managing a successful project involves more than schedules, templates, and paperwork. It requires the application of strong interpersonal management skills to work effectively with people in a variety of roles.

The skills you'll learn in this course will enable you to apply effective leadership strategies, improve your interpersonal communication, become more influential, help guide your staff through change, deal with conflict and practice ethical principles during the entire project management process.

With the aid of the hands-on case study exercises, you'll learn to create a motivating team atmosphere and ultimately manage your project successfully..

Who should attend

Associate project managers, project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers and program managers.

Course Features

- Manage stakeholders and teams
- Assess and apply leadership styles
- Improve communication
- Enhance influence and power bases
- Motivate team members
- Lead effective project teams
- Coach team members
- Practice change management
- Manage individual and team conflict
- Practice ethical project management
- Create a Leadership Development Plan

Course Outline

Introduction to Project Leadership

- What Is Project Management?
- Role of Project Manager as Organizational Leader
- Begin Developing Leadership Development Plan
- The Triple Constraint
- Leadership Skills
- Stakeholders

Leadership and Management

- Leadership vs. Management
- Leadership Orientation
- Management Styles
- Three Functions of Management
- Trait Theory
- Fiedler's Contingency Model
- The Leaders Window

Interpersonal Communication

- The Communication Loop
- Filters and Barriers
- The Interpersonal Gap
- Active Listening

Influence

- Influences on a Project Manager
- Influence Styles
- Power and the Project Manager

Motivation

- Motivation Theories
- Motivating Under-Performing Team Members
- Rewards and Behavior

- Creating a Motivation Plan
- Vroom's Expectancy Theory

Effective Teams

- Team Roles
- Stages of Project Team Development
- Forming
- Storming
- Norming
- Performing
- Deforming
- Team Process and Functional Teams
- Coaching Team Members

Change Management

- What is Change Management?
- Being an Organizational Change Agent
- Influencers of Change
- Stages of Organizational Change
- Strategies to Manage Change

Conflict

- What is Conflict?
- Constructive Conflict vs. Destructive Conflict
- Conflict Reactions to Avoid
- Conflict Resolution Techniques
- Staying Calm in Conflict Situations
- What is Negotiation?
- Attitudes About Negotiation
- Negotiation Requirements
- Formal Project Negotiation Planning

Ethics and Leadership

- Ethics and Values
- Personal and Business Ethics
- Project Management Institute Code of Ethics and Professional Conduct

Course Information

Duration:

14 Hours (2 Days)

Earn:

14 PDUs

Delivery Method:

Traditional Class

Knowledge areas addressed

This course addresses all the knowledge areas included in the Project Management Institute's A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) Sixth Edition