



**Project Leadership, Management & Communications**

# Course Description

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- This program will enable participants to bring out the best from the most valuable of all project management resources, people!

# Course Objective:

## **Participants attending the program will:**

- Understand the dynamic process of team formation and development.
- Lead project teams through more effective communication
- Identify their brain's thought processing system to improve productivity and cooperation.
- Understand the predictable stages of change and identify the appropriate leadership strategies for them.
- Identify and employ negotiation processes and strategies.

# The Training course will highlight:

## In this program you will learn how to:

- Understand the dynamic process of team formation and development.
- Lead project teams through more effective communication
- Identify their brain's thought processing system to improve productivity and cooperation.
- Understand the predictable stages of change and identify the appropriate leadership strategies for them.
- Identify and employ negotiation processes and strategies.

# Training Methods:

- Participants will complete a variety of self-assessment instruments to help them discover their leadership, management and communication competencies.
- Project management leadership skills and competencies through facilitated exercises and case studies, including setting direction, aligning people, motivating and inspiring staff, leading teams, building relationships, communicating, negotiating, and leading change.

## ***Methodology***

**This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include:**

- Lectures
  - Workshop & Work Presentation
  - Case Studies and Practical Exercise
  - Videos and General Discussions
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# Course outline

## DAY 1

- Leadership and Management
- What is leadership?
- The difference between managing and leading
- Articulating vision
- Establishing direction, aligning people
- Motivating your team
- Leadership styles
- Leading Effective Teams
- What makes a group a team?
- Stages of team development
- Leading effective teams
- Evaluating team progress

## DAY 2

- Relating to Others
- Why do individuals all think differently?
- Identifying your brain processing patterns using the Colored Brain Communication Inventory (CBCI®)
- Understanding the differences helps you to manage and lead teams more effectively.

# Course outline

## DAY 3

- Directing and Supervising Work
- Directing teams
- Supervising staff
- Problem Solving and Decision Making
- Gathering and organizing data
- Analyzing the situation
- Determining a course of action

## DAY 4

- Communication
- The need for communication
- Understanding communication theory
- Types of communication
- Developing effective communications
- Conflict and Negotiation
- Sources of conflict on projects
- Modes of handling conflicts
- The project manager's power bases
- Negotiation skills and strategies

# Course outline

## DAY 5

- Change
- What is change?
- The project manager's role in change
- Stages of adjusting to change.
- Leadership strategies for dealing with the stages.