

PROJECT MANAGEMENT



 **BTS**
Training & Consultancy

Project Leadership, Management & Communications

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

www.btsconsultant.com

Project Leadership, Management & Communications

Introduction:

This programme will enable participants to bring out the best from the most valuable of all project management resources, people! In this programme 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 employing negotiation processes and strategies

Training Methodology

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

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

Project managers, team leaders, engineers and other professionals who need to enhance their leadership skills will find Leadership and Communication for Project Managers to be a valuable learning vehicle.

This programmed will be of special interest to:

- Programmed managers
- Project managers
- Project team members
- Members of Process Improvement Teams
- Administrators responsible for managing projects
- Technical professionals and engineers moving into project leadership roles

Course Objectives:

- Participants attending the programme 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.

Programme 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 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

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

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