

PROGRAM DESCRIPTION

This highly interactive 2-day workshop provides an essential foundation in the soft skills required by project managers during the entire project life-cycle from initiation and planning through to execution and closeout. Learn how to enhance your interpersonal skills in order to create a high-performance project team in which every member makes a valued contribution.

PROGRAM OUTLINE

- Introduction to Soft-Skills for Project Managers
 - Project Manager competencies
- Leading Effective Teams
 - Stages of Team Development
 - Evaluating Team Effectiveness
 - Motivating the Project Team
 - Effective Negotiation Skills
- Self Awareness
 - Personality Behavior Style and Profiling
 - Adapting behavior styles to improve communication, relationships, leadership and building teamwork
- Managing Conflict to create Win-Win outcomes
 - Conflict management styles
 - Recognize signs and symptoms of project and team conflicts
 - Use appropriate conflict management styles to improve project results
- Culture and Community
 - Identify common challenges faced when collaborating across distance, organization and culture in a matrix organization
 - Manage cultural and interpersonal differences for better working relationships

WHO SHOULD ATTEND

This 2-day course is perfect for project managers, team leaders, program managers, functional or department managers who desire to enhance their interpersonal leadership and communication skills.

WHAT YOU WILL LEARN

- Techniques for leveraging existing skills and applying to the project environment.
- Understand value systems as a source of information for self management, conflict management, and leading the project team