

Project Leadership and Communication

In a project management environment, leading and communicating with the multiplicity of personalities and talent requires an astute understanding of the motivations, anxieties and goals of the team members you lead. Without the proper tools successful leaders employ, even the best planned project can end in failure. This useful program will equip project managers with the skills they need to lead and communicate effectively in a project environment, especially in projects where they don't have direct authority over other members of the project team.

What you will learn

After completing this workshop, participants will be able to:

- Clearly identify the goals and expectations of a project
- Understand how to conduct a stakeholder analysis
- Determine the people, processes, and tools which are required for success
- Improve communications with team members and stakeholders
- Establish a foundation for project changes
- Explain how to handle internal and external conflicts
- Develop a healthy team culture

Outline

1. Setting Project Direction
 - a. Types of projects
 - b. Defining goals
 - c. Measuring goals
2. Ensuring Stakeholder Satisfaction
 - a. Identifying Stakeholders
 - b. Determining Stakeholder Expectations
 - c. Communicating with Stakeholders
3. Obtaining Project Resources
 - a. Identifying needed people
 - b. Defining the needed processes
 - c. Procuring the needed tools

4. Monitoring Project Performance
 - a. Responsibility, accountability, authority
 - b. Reviewing project performance
 - c. Reporting project performance
5. Managing Project Change
 - a. Setting project baselines
 - b. Identifying baseline owners
 - c. Establishing a change forum
6. Addressing Project Conflict
 - a. Reviewing causes of conflict
 - b. Criticality of why
 - c. Seeking a win-win
7. Creating Project Culture
 - a. Building a culture of trust
 - b. Ensuring accountability
 - c. Enhancing collaboration