



Project Management & Leadership

Delivered by:



This 2 day workshop is aimed at Managers that lead teams and projects and who already have some basic knowledge and understanding of the workings of projects.

The content assumes that delegates have some experience of project working and that they are responsible for running at least one project. The focus would be on the **leadership aspects** of project working, whilst still covering tools and techniques.

The workshop will:

- introduce delegates to the skills, tools and challenges of leading a successful project
- provide delegates with an opportunity to practise leadership skills and tools
- enable delegates to identify personal learning and prepare a personal development plan.

Project Management Overview

Overview of programme management, project life cycles, portfolio management and key success factors and how these are used for the management of change.

Initiating a Project (Business Case, Scope & Objectives)

How to initiate a project including; establishing clear scope (time, cost, quality) and objectives (from offset), defining stakeholder needs, creating a clear business case and agreeing key roles and responsibilities for the team.

Creating a Project Plan

The value of a plan and leading activities including; project definitions, organisational breakdown structures, network and critical path analysis, Gant charts, milestone charts, risk management and ownership, Gantt charts, milestone charts.

Resourcing The Plan

Ensuring that your plan is adequately resourced to expectations and for delivery deadline, utilising resource histograms and resource levelling.

Making Expectations

Establishing a project communication plan to communicate effectively at key stages with all stakeholders and to gain commitment from all those involved. Overview of how to influence for the benefit of the project and importance of understanding influencing styles

People Management

Tools to build your project team covering; overview of team roles (Belbin), team development theory (Tuckman) and key project roles/responsibilities, *plus* methods of delegating to and motivating team members for who you have no direct authority.

Monitoring, Controlling & Closure

Simple monitoring tools and techniques for managing changes to the project during its implementation including redefining goals, impact and control such as configuration management. Importance of closing a project, celebrating successes, recording and communicating lessons learnt and documenting process and outcomes.

Cost: 3 units

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com