

Hands-on course , 3  
day(s)  
Ref : ORG

## Participants

Any Project Leader  
responsible for managing a  
team.

## Pre-requisites

Fluent spoken English.

## Next sessions

# Team Management

## OBJECTIVES

*Given the importance of project management, this training course deals with the key challenges that Project Leaders are confronted with on a daily basis. By the end of the programme, you will understand more about group dynamics, the role of the Team Manager and how best to maintain high motivational levels and ensure peak performance in the workplace.*

### 1) The Team Players

### 2) Effective Communication

### 3) Motivation

### 4) Running your Project Team

### 5) Project Management

## Workshop

*This highly practical training course will provide you with numerous management tools and techniques to help you adapt to specific professional situations. During the course, you will be encouraged to share your own experience and identify, with the aid of exercises, role-plays, feedback and analysis, the most effective solutions to the challenges you face. The programme has been designed to help you: enhance your team management style and communication strategies, to adapt to difficult or unforeseeable situations and to help you get the best out of your team.*

## 1) The Team Players

- Defining team management composition.
- Identifying all stakeholders and needs.
- Analysing team dynamics.
- Reconciling respect for team members and commitment.

### Expectations

- Excellent organisation, delegation and team-building skills.
- Achieving the company's objectives and aligning individual goals.
- Acting as interface and communicating your company's vision.
- Coordinating team effort and monitoring.
- Gaining trust and confidence by communicating clearly and effectively.

### Managerial Functions

- Creating a strategic communication plan.
- Setting clear project goals, schedules and deliverables.
- Giving clear instructions.
- Critical thinking and decision-making.
- Trouble-shooting.
- Lessons-learned.
- Commitment-building.
- Time and Stress-Management.

## 2) Effective Communication

### Self-Awareness

- Set measurable and realistic goals.
- Body language and the importance of congruence.
- Active Listening.
- Establishing and maintaining positive relationships with team, colleagues and hierarchy.

### Communication Delivery

- Managing the communication process.
- Maintaining communication flows to avoid misunderstandings.
- Dealing with rumours and information retention.

## 3) Motivation

- Understanding motivational factors at work.
- Differentiating and tackling low motivational levels.
- How to acknowledge and reward.

## 4) Running your Project Team

- Knowing your team and each individual's level of autonomy.
- Integrating new colleagues and managing staff turnover smoothly.

### Team Spirit and Commitment

- Defining roles, assigning tasks and setting clear team objectives.
- Uniting separate groups.
- The Art of delegating.

- Conflict resolution.
- Tackling objections with assurance.
- Anticipating and solving unexpected challenges.
- Presenting team project goals with conviction.
- Managing and integrating difficult team members.

## 5) Project Management

- Creating an action plan.
- Seeking and incorporating team members' initiatives where applicable.
- Regular progress reporting and measurement.
- Evaluating risk.
- Mobilising team regularly to carry out corrective and preventative actions.