



Becoming an Exceptional Project Manager - Four-Day Seminar

Program Number: PMAEPM / PDUs: 24

DAY 1

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Overview of Communication

- Learn communication terminology

3.0 Effective Meeting skills

- Study basic rules for running effective meetings
- Project team roles in a meeting
- Develop an action plan during a team meeting
- Examine how to take some basic meeting metrics

4.0 Presentation Skills

- Master basic presentation skills
 - Learn tips to help you improve your presentation skills
 - Develop the basic steps to prepare an effective presentation
- Group exercise on using your presentation skills*

5.0 Negotiation Skills

- Observe basic negotiating skills
 - Learn tips to help you improve your negotiating skills
 - Study basic steps for successful negotiation
- Group exercise on using your negotiating skills*

DAY 2

6.0 Status Reporting

- Develop a status report
- Learn why status reporting is required
- Uncover the rule of thumb for how often to have status reports

Course Objectives:

The participants will learn the trick and keys to becoming an exceptional project manager.

Learn How to:

- Use conflict skills
- Use basic presentation skills
- Use negotiating skills
- Run an effective meeting
- Use management-by-walk-around techniques
- Build a team
- Define team leadership
- Identify an individual's strengths
- Become an effective leader
- Understand methods to gain leadership experience
- Manage the behavioral issues in a team
- Identify the characteristics of an effective team
- Identify the different types of teams
- Identify and use the different roles in a team
- Motivate your team to be their best

7.0 Project Conflict

- Learn how to handle conflict, and how it can benefit the team if handled correctly

8.0 Keys to Developing Leadership Qualities

- Learning to love people
 - Establishing personal and team objectives
 - Building leaders around you
 - Establishing a value system
 - Prioritizing efforts
 - Evaluating self for leadership ability
- Individual exercise

9.0 Motivating People By

- Learning to listen and listening to learn
- Treating with dignity



- Valuing people
- Committing to people
- Having integrity with people
- Setting the standard
- Influencing people
- Learning motivational and de-motivational factors

Group exercise on motivating people

DAY 3

10.0 Developing a Leadership Factory By

- Coaching for success
- Empowering people
- Setting realistic goals
- Fostering career development
- Learning profile from a troubled leader

Group exercise on developing leadership

11.0 Team Building

- Getting started
- Team meetings
- Team behavior
- Problems of fear and control
- Decision making
- Problem solving
- Training

Group exercise on team building

12.0 Behavioral Issues in Managing Teams

- Overview of Maslow's Hierarchy, Herbert's Motivators, Herbert's Hygiene Factors, and McGregor's Theory X and Y Behavioral Issues in project teams
- Learn the behaviors that build or weaken trust on a team
- Learn the characteristics of effective team members and team leaders

Group exercise on dealing with behavioral issues on a team

13.0 Team Management Skills

- Review the skills a project manager should possess to be great at team management
- Learn the different types of teams

- Learn how to decide when to use a team
- Learn the different roles in a team

DAY 4

14.0 Team Norms

- Learn how to set up team norms such as feedback, risk taking, here and now, and supportive climate
- Understand task behaviors vs. people behaviors
- Understand task behaviors vs. people behaviors
- Learn gate keeping responsibility for your team
- Learn how to set up the team vision

Group exercise in setting up team norms

15.0 Listen and Feedback skills

- Learn active listening techniques, constructive route to agreement.
- Learn how to give feedback to team members

Group exercise in using listening and feedback skills

16.0 Set up the Team

- Learn the steps for setting up the team

17.0 Team Motivation

- Learn ideas to help motivate the team

Group exercise on motivating a team

18.0 Decision Making Methods

- Overview of the decision making model for teams
- Learn the advantages and disadvantages of group decision making

19.0 Problem Solving

- Overview of using problem solving model for teams

Group exercise in using problem solving model