



## Team Management for a Project - One-Day Seminar

Program Number: PMGNOH / PDUs: 6

### 1.0 Introduction

- Seminar member introduction and overview of course material.

### 2.0 Introduction to Team Terminology

- Define human resources as defined by the Project Management Body of Knowledge (PMBOK)

### 3.0 Behavioral Issues in Project Management 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 project team*

### 4.0 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

### 5.0 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
- Learn gate keeping responsibility for your team
- Learn how to set up the team vision

*Group exercise in setting up team norms*

### Course Objectives:

The participants will learn the project manager's role in managing the team members on the project.

### Learn how to:

- 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

### 6.0 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*

### 7.0 Set up the Project Team

- Learn the steps for setting up the team

### 8.0 Team Motivation

- Learn ideas to help motivate the team

*Group exercise on motivating a project team*

### 9.0 Decision Making Methods

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

### 10.0 Problem Solving

- Overview of using problem solving model for teams

*Group exercise in using problem solving model*