

Overview

This programme provides project managers with the personal and interpersonal skills they need to supplement their technical 'project management' skills for successful project delivery.

The success of a project is often determined by the project manager's ability to communicate effectively, lead a team, negotiate, and deal with conflict.

Achieving Excellence in Project Management is an interactive 2-day workshop specifically designed to meet the challenges faced by project managers on a daily basis.

Content

Communication Skills

Communicating effectively with everyone involved, right from the start, is absolutely critical to project success.

- How people communicate
- Barriers to communicating effectively
- Questioning and Listening Skills
- Physical Speech (Body Language)
- Managing diverse Personality Styles

Time Management

The role of project manager can be a busy one, especially if you are trying to react to everything and everyone in the project. Good time management can help you to choose where best to spend your time, it can help you to be more proactive and spend less time fire fighting.

- Measure twice cut once
- Project planning, risk management and issue management.
- Separate the urgent from the important
- Tools and techniques that you can use to make better use of your time
- Prioritise your tasks and delegate where necessary
- Realise the value of setting clear objectives

Stress Management

Running projects can be a stressful occupation for the project manager and for everyone else involved. This module will introduce you to the causes of stress and provide you with simple solutions to avoid stress and deal with stress-full situations.

- Manage your energy and stress levels
- Recognise the signs of stress in others
- How We Respond To Events (W + H = O)
- Stress Solutions - Quick and Easy Stress Techniques

Running effective meetings

Running effective meetings is a core skill for all project managers. This module will help you to prepare for and manage the key meetings that occur during any project.

- Manage the Meeting to present a professional image
- Recognise the key features of an effective meeting
- Use an agenda to plan and control a meeting
- Develop assertiveness and contribute to decision making
- Project team meetings – the weekly review process.

Presentation Skills

Throughout a project there are a number of key opportunities for the project manager to use a presentation to communicate to the project team and stakeholders. These include the project kick off meeting, project review/board meetings and post project /lessons learned meetings.

- Develop a presentation from start to finish
- Understand your own presentation style
- Develop self-confidence when speaking in public
- Communicating clearly and effectively to everyone

Negotiating & Influencing

Negotiation skills can pay dividends for the project manager in a number of different areas such as defining project scope, resource sharing, estimating and change control.

- Be aware of the key stages in the negotiation process.
- Understand the characteristics of successful negotiators.
- Recognise the need for preparation before negotiation.
- Recognise the importance of questions, listening and summarising skills during a negotiation.
- Be better able to achieve negotiated outcomes that favour you, your organisation and the other person(s) involved.
- Time, cost and quality negotiations – the magic triangle

Duration	2 Days
Fee	£Stg 625 €920
Location	BELFAST DUBLIN
Dates	beckinridge.com/schedule