



## The Human Side of Project Management

ONE DAY WORKSHOP

“Practical and real-world tools presented and practiced. A great compliment to the technical project management courses I have taken previously”.

Project Leader, Global Manufacturing organization, Toronto

### DESCRIPTION:

This no-nonsense, knowledge-rich, participative one-day workshop gives you the fundamentals of effective project management with an emphasis on the “human side”. As the need to focus on schedules, costs, and quality continues to increase across our industry, it is more important than ever to understand the major inhibitors to achieving project success; most of which are human factors- not technical in nature. You’ll learn techniques that can have an immediate and positive impact on your current as well as your future projects....and help both yourself and others be successful along the way.

### OBJECTIVES

Upon completion of the workshop, learners will:

- Identify world class project management practices and principles
- Identify the most common project management issues and determine strategies to overcome them
- Apply a three-phase Project Management process to a real-world project
- Build their project team communication, influence and facilitation/meeting skills

### AGENDA

- World class project management practices and principles
- Core Communication/Influence Skills Exercise
- Project Management Process Part #1
  - Phase # 1 - Task Definition & Planning- Nine Steps to Fact Finding with Your Sponsor
  - Applying Stage # 1 to a Project
- Project Management Process Part # 2
  - Phase 2 - Planning “The How”
  - Facilitating your First Project Team Meeting
  - Simple visual project management tracking tools
  - Applying Stage # 2 to a Project
- Influencing Other When You Don’t Have Formal Authority

- Project Management Process Part # 3
  - Phase # 3- Implementing the Plan “The Work”
  - Executive Reports and Updates
  - Checking in with your Project Team...not checking “up”
  - Dealing with slippage
  - Reviews and post-mortems
  - Applying Stage # 3 to a Project
  
- Review and wrap-up