

# Project Team Leader Skills

To nurture the success of any project team, a project team leader must perform certain tasks. Unfortunately, in many organizations, there is a lot of confusion about what the role of the project team leader is and how they should assume that role. This program focuses on clarifying that role and developing the leadership skills necessary to draw on the experience, knowledge, and expertise of all team members.

## Learning Objectives

- ◆ Understand the Project Management Process
- ◆ Understand the types of teams and the role of the project team leader
- ◆ Gain an understanding of the interpersonal skills necessary to succeed in their positions as supervisors and coaches.
- ◆ Use standard meeting roles and tools to ensure participation by all attendees, manage meeting time, and improve meeting discipline.
- ◆ Develop consensus through group decision-making tools.
- ◆ Ensure accountability and results through effective follow-up procedures.
- ◆ Learn and practice carrying out a risk analysis with a project team
- ◆ Learn and practice problem solving tools and approaches

## Audience

This course is specifically designed for any current or future project team leaders.

## Course Outline

### *An Overview of Project Management*

- ◆ Global Perspective in Project Management
- ◆ Before Project Management Culture
- ◆ Pilot Results From a Large Global R&D Organization
- ◆ Project Management Process
- ◆ The 12-Step Project Management Process
- ◆ Project Management Hierarchy

### *Teams and Teamwork*

- ◆ Definition of a team
- ◆ Types of teams associated with projects
- ◆ Five roles on a project team
- ◆ Job description of a Project Team Leader
- ◆ Project Team Leader Checklist for starting up a project team

### *Leadership Styles for Project Team Leaders*

- ◆ Styles of behaving toward others
- ◆ The aggressive, passive and involer styles
- ◆ The behavioral style continuum
- ◆ Small group exercises: Identifying styles

### *Running Effective Project Team Meetings*

- ◆ Rating tool for evaluating team meetings (plus video tape meeting)
- ◆ Team meeting roles
- ◆ Team meeting tools
- ◆ Nominal Group Technique practice exercise
- ◆ Checklist for running team meetings
- ◆ Sample Agendas
- ◆ Sample Minutes

### *Additional Team Leader Tools*

- ◆ Team Leader checklist for carrying out a risk analysis with team
- ◆ Risk Analysis Sample Exercise
- ◆ Problem solving tools and approaches
- ◆ Team leader checklist for leading problem solving
- ◆ Problem solving exercise

## Program Format – 2 Days

The program is conducted using a down-to-earth, hands-on format, involving participants in case studies and reenactments of real world project team situations. With every skill block, fundamental principles and techniques are presented. Participants are then coached in their use and have the opportunity to practice and perfect the skills learned. The maximum class size is 20, but for optimum results 12-16 participants is ideal.