

Successful Project Leadership *Fundamentals of Leading a Project*

Length: 2 Days

Summary: This course provides theory, practice, and core methodology you will need to successfully lead projects. A strong leader manages and guides the project team to success.

In this course, you will learn key leadership skills, including:

- Understanding the role of leadership in projects
- Understanding your personal leadership style
- Identifying, communicating with, and motivating project resources
- Understanding the importance and practice of conflict resolution
- Performing root cause analysis
- Implementing project corrective actions and optimizing strategies
- Applying standard practices to improve future projects
- The importance of ethics in project leadership

Who Should Attend: All project personnel benefit by attending this class, especially those who desire to achieve excellence in leading projects and project teams.

COURSE CONTENT

DAY 1

1. INTRODUCTION TO PROJECT LEADERSHIP

- Introductions
- What is Leadership?
- The Role of Leadership in Projects
- Attributes of the Best Project Leaders
- Characteristics of High Performing Teams and Leaders

2. PRINCIPLES OF EFFECTIVE PROJECT LEADERSHIP

- Models and Theories of Leadership
- Evaluating Your Personal Leadership Style
- Exercise: Leadership Self-Assessment and DISC Assessment

3. BUILDING THE PROJECT TEAM

- Team Selection
- Turning Groups into Teams

- Team Process and Communications
- Motivating Team Members
- Delegation
- Exercise: Delegation Practice

4. CONFLICT IN PROJECTS

- What is Conflict?
- Sources of Conflict
- Conflict Resolution Styles and Process
- Exercise: My Most Memorable Conflict

5. PROJECT COMMUNICATIONS

- What is Communications?
- Communications Methods and Tools
- Stakeholder Analysis
- Communications Planning
- Exercise: Creating a Basic Communications Plan

DAY 2

1. TRACKING AND MANAGING RISKS AND ISSUES

- Being Proactive with Risk Management
- A Brief Look at a Risk Assessment Framework
- When Threats Become Issues
- Worst Case Scenarios and Crisis Management

- Exercise: Brainstorming Threats and Opportunities

2. PERFORMING ROOT CAUSE ANALYSIS

- Pareto Charts
- Ishikawa Diagrams
- 5 Whys

- Exercise: Creating a Pareto Chart

3. GETTING PROJECTS BACK ON TRACK

- Four Basic Actions, Two Basic Techniques
- Standard Scenarios
- Optimizing Schedules and Resources
- Guided Exercise: Forecasting Project Completion

4. IMPROVING THE QUALITY OF PROJECT MANAGEMENT

- More Basic Quality Tools
- Continuous Improvement
- Applying Quality Tools and Continuous Improvement to the Practice of Project Management
- Exercise: Analyzing Project Issues and Continuous Improvement

5. ETHICS, PROFESSIONAL CONDUCT, AND PROJECT LEADERSHIP

- Ethics and Professional Conduct for Project Leaders
- The PMI Ethical Decision-Making Framework
- The PMI Code of Ethics and Professional Conduct
- Common Project Ethical Challenges
- Exercise: Is it Ethical?

