



PROJECT LEADER TOOLS

WORKSHOP

TARGET AUDIENCE

Project Managers, Team Leaders, Functional Managers,
Technical Professionals and Project Coordinators.

FORMAT AND LENGTH

Public Classroom
One Day | 8:30am to 4:00pm

Project leaders are often expected to achieve results while balancing limited dollars, time and resources. People are a project's most valuable resource, but they can also pose the biggest challenges.

The **PROJECT LEADER TOOLS** workshop will provide tools and techniques for defining project goals, ensuring project commitment and maintaining project focus. Through a multimedia simulation, you will have the opportunity to learn and apply proven techniques for leading projects in a variety of work settings. You will also receive online access to over twenty practical tools for leading projects back on the job.

YOU WILL LEARN HOW TO:

1. Define the critical role of project leadership in the project management process.
2. Effectively develop and use a project charter to ensure focus and commitment.
3. Identify project stakeholders and manage stakeholder expectations.
4. Apply tools and techniques for developing and leading a project team.
5. Handle difficult situations that could throw your project off track.

WORKSHOP AGENDA:

AM

- Welcome and Overview
- Project Leadership Defined
- Project Leadership Model
- Phase 1: Project Definition
- Application - Phase 1
- Phase 2: Project Planning
- Application - Phase 2
- LUNCH

PM

- Phase 3: Project Execution
- Application - Phase 3
- Phase 4: Project Close
- Application - Phase 4
- Project Leader Tools
- Workshop Wrap-up and Next Steps

