

Project Management with “I” & “E”Q

A business focused workshop for anybody involved with company projects or initiatives

Project Management is a key business skill for almost everyone in organizations today. The number of projects is skyrocketing, primarily driven by the fast pace of change and associated new initiatives.

“Resident subject matter experts” within IT, Engineering, Finance, R&D, Marketing, etc. play a crucial role in these projects. But they alone are not enough to ensure success. Others team members need to know **what it takes to execute on time and on budget**.

Project success depends from a combination of intelligent planning, managing and executing (**IQ**) and skills to handle the relationship aspects of a project (**EQ**).

“In this **highly interactive and hands on program**, participants will:

- Understand and be able to articulate the project business case
- Clearly identify stakeholders and business objectives
- Increase understanding of the emotions involved in project management and how to work through them
- Activate energy and actions to lead and/or actively contribute to projects

- Learn how to leverage the project management triangle of (1) time, (2) budget and (3) scope of deliverables
- Know how to develop project charters and plans
- Familiarize themselves with other execution tools and techniques

Half of the focus of this workshop is on **project management soft skills**, focusing on effective

- Communication
- Change Management
- Leading without Authority
- Negotiation
- Conflict Resolution
- Workload balancing (how to deal with the additional workload of a project)

Last but not least, this program challenges participants to **think outside of the box, to foster critical thinking and to ask how things can be made easier and better**.

The program does NOT build on any specific project management methodology but refers to them based on customer request..



Audience: Leaders, Managers, Project Managers, Project Team Members

Length: 2 days

Format: Activities, Lecturettes, and Skill Practice

Modules: Three Core Activities of Project Leadership

- It all starts with Planning
- Contribute to and Monitor Execution
- Energize and Rally People

Development of Business Case and Business Objectives

- Stakeholder Definition and Analysis
- Key Elements of a Business Case
- How to validate and promote your business case

The Project Management Triangle

- The “Time – Cost – Scope of Project” Game

Planning Skills, Execution Tools and Techniques

- How to create an effective Project Charter
- Avoid Ambiguity around Roles and Responsibilities
- Do you have the critical resources? How to make sure you leverage all your assets and create a realistic budget
- Effective Project Meetings

Communication & Change Management for Project Managers

- The “What?” and the “Why?” of the project
- What are the sharks that can jeopardize the project?
- What are strategies we can use to kill, cage or avoid those project sharks?

Negotiation and Leading without Authority

- The negotiation iceberg: go below the surface!
- Personal versus position power
- Conditions and guidelines for effective influencing

Resolving Conflict

- Why do we avoid conflict?
- Recognizing the Three Types of Conflict
- 4 steps to Conflict Resolution and Saying “No” Professionally
- When to escalate

Materials: Workbook

Reminder Cards

