

# LEADING SUCCESSFUL PROJECTS

## - DESIGNED FOR -

- ❑ Leaders who are responsible for planning and implementing projects.
- ❑ Leaders who need to develop, motivate and effectively lead project teams.
- ❑ Appropriate for leaders of all levels.

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## - PROGRAM OVERVIEW –

This intensive program provides a comprehensive, step-by-step approach to project leadership. Providing numerous practical tools and techniques and developing the critical skills for leading and delivering projects. It explains how to effectively lead and motivate a project team, how to manage stakeholder relationships that project leaders are responsible for and examines the process management skills required to plan and control projects effectively.

## - PROGRAM CONTENT -

- ❑ Critical factors that contribute to successful project completion.
- ❑ Defining the role and responsibilities of the Project Leader.
- ❑ Leading and developing your project team: team leadership, development, motivation, communication and decision making.
- ❑ Developing a detailed project plan: plan structure, content and format.
- ❑ Planning techniques to manage cost, time and human resource requirements.
- ❑ Evaluating risks, identifying opportunities and contingency planning.
- ❑ Establishing an effective Project Control System.
- ❑ Professionally managing relationships with sponsors and stakeholders.
- ❑ Anticipating and handling reactions to change caused by the project.

## - APPROACH –

This highly practical and participative program involves a combination of specialist input, group discussion, planning and application exercises. During the program participants apply the numerous techniques explored to a project that they will actually lead in the workplace. The program addresses both the “hard” and “soft” skills critical for effective project leadership.