Project Leadership Foundation Outline
(2 Days)

Understanding Personality Type Differences
- Self assess your own personality type using the Myers Briggs Type Indicator
- Understand how Introverts and Extroverts relate to the world, why this affects the dynamics of project teams and what you can do to increase mutual understanding
- Recognize how some people prefer abstract ideas and others concrete and tangible facts, learn how to communicate to both preferences
- Understand why some people prefer to deal with objective data and others with value judgements and develop strategies to integrate these effectively on the project team
- Relate to people who are highly organized and others who “go with the flow”, recognizing how a balance of both preferences increases the project team capability

Exercise: You will use the MBTI self-assessment questionnaire to determine your own preferences. Important note; you will not be obliged to share your results

Managing Stakeholders
- Definition of stakeholders
- Tips about gathering stakeholder data
- Stakeholder analysis and relevant tools and techniques
- Engaging with stakeholders
- Initial communications planning

Exercise: Working in teams, you will perform a stakeholder analysis using a case study

Managing The Project Organization
- Organizational cultures
- Impact of organizational culture on the project manager
- Different types of organization
- Types of matrix
- Challenges for the project manager

Exercise: Working in teams, you will analyze an organizational matrix style, from a series of clue cards

Managing Conflict
- Potential sources of conflict through the project lifecycle
- Three perspectives on conflict
- Types of conflict
- Conflict mitigation tactics
- Conflict management strategies
- Types of power
- Self assessment of your conflict resolution style

Exercise: You will use the Thomas Kilman Conflict Mode Instrument self-assessment questionnaire to determine your own conflict resolution preferences. Important note; you will not be obliged to share your results

Leading The Project Team
- Understanding your own leadership style preferences
- Recognising the readiness state of the project team
- Understanding the leadership style that the project team needs

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- Understanding how to become a more adaptable leader

Exercise: You will use the Situational Leadership® Simulator to consolidate your ability to recognise the readiness state of the project team and to choose the correct leadership style

Holding Effective Project Meetings
- Reasons why meetings fail to deliver
- Tips for holding an effective meeting
- Difficult behaviours and how to deal with it

Exercise: You will work in groups, either participating in or observing a role play of a project meeting, to consolidate your ability to manage a project meeting

Achieving Effective Performance Management
- Overview of a model for Performance Management
- Practical tips for handling difficult people

Exercise: You will work in units of three or four, taking turns to role-play giving feedback, receiving feedback and observing and noting learning points

Forming The Project Team
- Defining the competencies required
- Assembling the People Management Plan
- The Organogram
- Stages of team development
- The kick off meeting

Exercise: Working in teams, you will produce a Role & Skill Description from a case study