

Project Managers Development Programme

Course Duration : 4 days

Course Overview

This programme is designed to further develop the skills of project managers. Developing and enhancing project management skills should not only strengthen the capabilities within the project teams but also facilitate a heightened awareness of the impact these skills have in all other internal working relationships. By training all project managers to the same level in the same methodology and practices it ensures there is clarity on their roles, responsibilities and objectives.

This highly interactive and practical programme will give delegates an opportunity to learn more about themselves and the different working styles of others to increase individual and team effectiveness. They will be working as individuals, in pairs or small groups, engaging with each other to explore the different approaches. Managing a project successfully requires awareness and understanding of the needs for a balanced team. This programme has been designed to give delegates both insight and time to explore their personal preferences, highlighting the benefits of getting the correct balance between both managing the task and leading the team.

Prerequisites

- There are no prerequisites in terms of project management experience.

Clarity 4D Personal Profile

Each delegate will receive a 20 page Clarity4D Personal Profile. The Profile provides delegates with information on their personality type as an aid to understand more about self and others, which can then be used to identify strategies for enhancing interpersonal relationships and improving communications within the team.

The Profile includes sections on: Personal style and interacting with others, Personal strengths and areas of hidden potential, Value to the Team and Effective Communication

The Profile will be used as a working document throughout the programme as a basis for self-analysis and group discussions. Delegates may then go on to use it as a personal development coaching tool.

Course Content

DAY ONE : Personal Effectiveness and Communication

Understanding self - Recognising strengths and weaknesses and areas for development

Understanding others - Recognising others' behavioural styles and learning how to respond effectively to others' needs

The power of perception

Personal preferences

Understanding the communication process

Identifying barriers to communication

Recognising individual communication styles

Adapting our behaviour to connect effectively with others in the workplace

Empathic listening

Feedback



DAY TWO : Leading and Managing a Project Team

Leadership versus management

Leadership styles, strengths and weaknesses

Action Centred Leadership. Identifying the needs and actions required in relation to the task, team and individual

What is a team?

What makes an effective project team?

Barriers to effective team-working and how to overcome them

Identifying and utilising team strengths

Stages of team development

Motivation

Conflict management

Team briefings

Time management and time wasters

Urgent and important

Prioritising

DAY THREE : Project Management Tools and Techniques

Nature, purpose, importance of projects and project management

Role and skills of Project Manager

Project Initiation, feasibility, appraisal

Project Scope and Objectives

Risk assessment

Planning and Scheduling

Network analysis and critical path

Milestones/Key Events

Budgeting/Costing

Review and Reporting

Project closure and evaluation

DAY 4 : Microsoft Project

Overview of Microsoft Project

The three main views in Microsoft Project

Tables, Forms and Charts

Shortcuts Menus and Toolbars

How to find your way around, the project screens

Gantt Chart and Task Entry views

Creating a New Plan

How to start a project from scratch

Setting a project finish date or a start date, which is best?

Setting the default working times for the project

Entering properties for the project

Basing a project on a template

Adding tasks to your plan

Entering tasks into your project (including quick methods)

Using the change highlighting feature

Placing notes against tasks

Editing, deleting and rearranging tasks

Creating summary tasks, grouping tasks into a layered format, making the project easier to read

Placing priorities on tasks

Problems to be aware of when dealing with tasks

Setting deadline dates on task, keeping informed of which tasks are past their finish date

Setting estimated durations for tasks

Linking Tasks

How to join tasks together so as to create a coherent project

Three methods discussed as each is required at different times.

How to alter links between task, including incorporating delays (lag and lead times)

Checking the drivers of tasks

Recurring Tasks and Splitting Tasks

Summary Task Linking

Sorting and filtering

Sorting tasks into a specified order, eg. Alphabetically, helps locate specific tasks during the planning stage

View tasks that meet a certain criteria, eg, how to show the tasks for a particular resource, hiding the rest

Shading all tasks that meet a certain criteria, eg, how to shade in blue the tasks for a particular resource, whilst still displaying all other tasks

Constraints on Tasks

How to place a constraint on a task

What constraints to avoid, unless you have to

Problems with placing constraints on task

How to view tasks with constraints and what the symbols mean

Timelines

Add tasks to the Timeline

Arrange the tasks and Format the tasks

Share the Timeline

Project Resources

Adding resources to your project and adding material resources to a project

Using a resource pool

Assigning resources to tasks

Assigning resources to work part time on tasks

When you assign resources you invariably end up with a resource conflict, this occurs for example, when a person is given two tasks at the same time. This course shows you which tools to use to solve these conflicts

Contour a resource's availability

Tips on resolving resource conflicts

Printing Project Plan

Filter, group and highlight project information

Print views

Related Courses

[PRINCE2 Foundation](#)

[Project 2010 / 2013 Level 1](#)

[Project 2010 / 2013 Level 2](#)

[PRINCE2 Foundation & Practitioner](#)

Training Options

- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Private course at your company office. Training can be delivered throughout the UK

What's Included

- Comprehensive course manual and exercises
- Telephone and email support
- Lunch and refreshments when training is delivered at our training venue