

People Management Skills for Project Managers

Target Audience: Project Sponsors, Senior Project/Business Owners, Programme Managers, Project Managers, Workstream leaders – all project participants that are leading a team of people on the project.

Key Learning Outcomes

- Understand the scope and boundaries of your people management role on the project.
- Discover how to use influencing skills to achieve outcomes when people do not directly report to you.
- Know how to keep your project team focused and energised throughout the project life cycle, particularly for long challenging projects and in stressful situations.
- Learn how to work with the line managers to uplift your team's performance and harness their potential.
- Explore ways of dealing with difficult people and situations on your projects.
- Improve your ability and confidence in leading project teams through effective people management.

Course Delivery

- ✓ Theory: Latest best practice
- ✓ Team discussions
- ✓ Individual and group exercises
- ✓ Case studies
- ✓ Technique application practice
- ✓ Personal action planning

Course Outline

MORNING SESSION

Your Leadership Role on the Project

- Your Role as a People Manager within the Project
- Leading through Influencing Power vs. Managing from Positional Power
- Flexing Your Leadership Style

Keeping the Team Purposeful

- Characteristics of High Performing Project Teams
- How to Keep the Team Focused
- Keeping the Team Motivated and Engaged
- Identifying and Managing Stress in the Team

Managing Individual and Team Performance

- Working with the Line Manager
- Plotting Individual Project Performance and Potential
- Identifying and Managing Your High Performers and Under-Performers on the Project

AFTERNOON SESSION

Dealing with Difficult People and Situations

- Giving Negative Feedback on Project Performance
- Managing Conflict on the Project
- Dealing with Resistance to Change

Keys to Success

- Tips for Managing People Across Multiple Geographical Regions
- Creating a Strong Team Identity for Each Project
- Building Trust in the Team
- Personal Action Planning

“ **Excellent Project Managers** have two key strengths: excellent **people management** skills and excellent **time management** skills. ”

Emanuela Giangregorio

Pre-Course Work: Completion of Pre-Course Questionnaire

Course Material: Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

Ideal Number of Participants: 9

Maximum: 12

Minimum: 4