Managing the project's players

Hands-on course of 2 days - 14h
Ref.: GPM - Price 2024: CHF1 550 (excl. taxes)

By the end of this module, the participant will have mastered the skills associated with resource management: Workload plan, staffing, and upskilling a team. That person will be able to identify all of a project's stakeholders, as well as their roles and responsibilities, and be able to direct them as well.

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Organize and oversee a project team.

Manage the relationship and communication with stakeholders (clients, suppliers, higher-ups, etc.)

Carry out the change

TEACHING METHODS

This highly interactive course relies on a mix of theoretical background, hands-on work, discussion, workshops, and contextualized case studies.

HANDS-ON WORK
Theoretical perspectives and practical exercises.

THE PROGRAMME

last updated: 01/2023

1) Organizing a project team
- Defining your position: Project manager, project team leader, supervisor, etc.
- Different types of management.
- Characteristics of a project team and its dynamic.
- Mapping the skills and resources needed for the project.
- Negotiating resources with your higher-ups and subcontractors.
- Assessing and planning upskilling activities.
Exercise : Questionnaire on your management style. Creating a skills matrix. Job description analysis.

2) Overseeing the project team in a cooperative climate
- Communicating the project goal.
- Ensuring a shared vision of the work to be performed.
- Setting operational rules within the team.
- Getting the team involved in planning tasks.
- Organizing discussions and sharing: Golden rules for an effective meeting.
- Planning meetings: Team meeting, project progress meeting, etc.
- Taking into account comments and suggestions to maintain motivation.
Role-playing : Delegation meeting roleplay.

3) Developing the team's skills to optimize performance
- Delegating and controlling.
- Ensuring unity in a remote project team.
- Successfully adding new employees.
- Guaranteeing unit cohesion throughout the project.

- Preparing and planning training exercises.
Role-playing : Role-playing various meetings.

4) Managing stakeholder relations
- Mapping stakeholders and their respective roles.
- Planning and overseeing communication.
- Matching up sponsors and key communicators.
- Organizing communications: Steering committees, useful progress reports, etc.
- Using indicators as tools for communicating and decision-making.
Exercise : Preparing a steering committee communication in a tense situation.

5) Leading and supporting the change
- Evaluating the changes that the project entails.
- Identifying the steps of the change and their impact on the relevant employees.
- Communicating with stakeholders.
- Building the change plan.
- Implementing the support plan.
Exercise : Identifying the change or modification. Analyzing the impacts. Writing a change management plan.

DATES

REMOTE CLASS
2024 : 13 Jun, 23 Sep, 16 Dec