

Managing Project Teams

- Course Number: 088619
- Course Length: 0.5 Day

Course Overview

Utilize the Managing Project Teams training to learn how to properly build, nurture, and manage your team. From identifying and utilizing strategies when managing a working team, to effectively closing out a project with your team, this course is a must have for Project Managers.

Prerequisites

It is recommended that you have familiarity with the use of teams in the workplace .

Audience

This course is intended for individuals charged with successfully leading a team.

Course Outline

Course Introduction

4m

Lesson 1 - Knowing Your Team

1h 8m

Knowing Your Team

Identify the Elements of a Team

Team Concept

Team Concept - Real Life Example

Team Members

Stakeholders

Stakeholders - Real Life Example

How to Identify the Elements of Your Team - Guidelines

Identifying Elements of a Team - Assessment Activity

Interaction Within a Team

Group Dynamics

Team Diversity

Team Diversity - Real Life Example

Team and Task Roles

Task Roles

Team and Task Roles - Definition

Team and Task Roles - Real Life Example

How to Interact Within a Team - Guidelines

Interacting Within a Team - Assessment Activity

Communication Within the Team

The Communication Process

Communication Methods

Active Listening

Active Listening - Real Life Example
How to Communicate with the Team - Guidelines
Communicate Within a Team - Assessment Activity
Identify Standards
Norm
Milestone
Project Charter
How to Identify Standards - Guidelines
Identifying Standards - Assessment Activity
Reflective Questions
Lesson 1 Review

Lesson 2 - Managing Your Team

59m

Managing Your Team
Identifying Management Needs
Management Styles
Team Management Tools
Resources
Resources - Real Life Example
Decisions
Team Member Ownership
How to Identify Management Needs - Guidelines
Identifying Management Needs - Assessment Activity
Providing Feedback
Coaching
Feedback
Rewards And Recognition
How to Provide Feedback - Guidelines
Providing Feedback - Assessment Activity
Maintain Team Momentum
Team Momentum
Assessing and Evaluating Progress
Resource Management
Advocacy
Team Advocacy - Real Life Example
How to Maintain Team Momentum - Guidelines
Maintaining Team Momentum - Assessment Activity
Identify Management Challenges
How to Identify Management Challenges - Guidelines
Identifying Management Challenges - Assessment Activity
Close Out a Project
Debriefing
Celebrating Success
Assessing Accomplishments and Deficiencies
How to Close Out a Project - Guidelines
Closing Out a Project - Assessment Activity
Reflective Questions
Lesson 2 Review
Course Closure

Total Duration: 2h 13m