

## **MANAGING A PROJECT TEAM**

**COURSE AIM:** to equip participants with the communication, client care, negotiation, time management and presentation skills to deliver projects in a way which is attractive and effective for clients and economic for the company.

### **OBJECTIVES:**

By the end of this 3 part modular course delegates will have learned key techniques for:

- Good Communication
- Client Care
- Time Management, including analysing a personal time log
- Successful negotiation
- Influencing and Persuading
- Professional presentations

In each module delegates will also:

- Analyse and generate solutions based on a work related case study
- Produce a Personal Action Plan

Numbers : 12 maximum

Duration : 3 days, 9.45am to 5pm

Style : Interactive, group work, supportive.

Suitable for: individuals who wish to improve the people side of their project management capabilities

### **Managing a Project Team – course descriptor**

Delivering a project successfully is as much about managing the people involved as it is about managing the work. This 3 part modular course equips project managers with the skills to manage their team, their clients and themselves effectively.

AM Communications

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