

## Project Management Team Development Content Areas

*Create-Learning's Project Management Process is highly collaborative and customized to your needs. The process is available for a full Project teams as well as for individual Project Managers.*



*When you initially contact Mike ([mike@create-learning.com](mailto:mike@create-learning.com) Call 1.716.629.3678) to discuss your particular needs, he develops a proposal outlining the process, the content you are looking for, and the timeline, costs and mutual accountabilities.*

How to be an effective team leader and team-member  
How to get buy-in and cooperation for your project

### **Part I. Getting the Project Team Started**

#### **The Role of the Project Team Leader**

- Team leader: What to do before the 1<sup>st</sup> project team meeting.
- Team leader guidelines: How to select the right project team members.
- Sample Agenda: First Project Meeting
- Team Meeting Defining the 'Why': Sharing context and skills of each team member

#### **The Role of the Project Team Member**

- Team member: What to do before the 1<sup>st</sup> project team meeting.

#### **What to do at the 1<sup>st</sup> Project Team Meeting**

- Team leader: Running the 1<sup>st</sup> project team meeting.
- Team member: Participating in the 1<sup>st</sup> project team meeting.
- Project Managers' Biggest Team Meeting Mistakes.

#### **How to Establish Project Team Goals, Roles and Procedures**

- Goals, Roles, Procedures pyramid
- Guidelines: Establishing Project Team Goals
- Guidelines: Establishing Project Team Roles
- Guidelines: Establishing Project Team Procedures
- Guidelines: Establishing Project Team Interpersonal Relationships

## ***Part II. Team Skills Needed to Successfully Complete the Project***

### **How to have an effective team meeting**

- Planning the project team meeting
- Project meeting agenda setting and guidelines
- Running the project team meeting
- Following up after the project team meeting

### **How to make decisions on the project team**

- Selecting a decision making approach
- Selecting a group decision-making tools
- Making project team decision through consensus

## ***Part II. Team Skills Needed to Successfully Complete the Project***

### **Three ways to handle project team conflict, and when each works best**

- Conflict Management Approaches
- Handling team conflict through compromising versus consensus-seeking

### **How to deal with difficult project team members**

- Dealing with difficult team members – how to recognize, what to do.
- Model for dealing with disruptive behavior during team meetings

## ***Part II. Team Skills Needed to Successfully Complete the Project***

### **How to figure out what is wrong when the team isn't working well or loses momentum.**

- Goals, Roles, Procedures Pyramid
- Using Goals, Roles, Procedures Pyramid to identify the cause of project team problems
- Project team effectiveness survey
- Dealing with project team problems
- Avoiding needless worry about project team problems

### **Part III. *Getting Buy-In for your project***

#### **The Politics of Projects: Planning to get support and cooperation from people outside your team**

- Identify your project stakeholders
- Analyze your project stakeholders
- Create a project stakeholder plan

#### **Five ways to influence people to cooperate with your project**

- Influence strategies
- Is your data persuasive?
- Project managers BIGGEST influencing mistake
- More on negotiating
- Identifying your project stakeholders interests

### **Part III. *Getting Buy-In for your project***

#### **Communicating with people whose help you will need**

- Matching the communication to the person whose help you need
- Selecting the right communication medium
- Tune to non-verbal cues
- Concentrate on the speaker

#### **Pitfalls of Email on Projects and how to avoid**

### **Part III. *Getting Buy-In for your project***

#### **Making presentations about your project**

- Effective presentations
- Framing your language to the appropriate audience
- What and how much to share
- Practice, Practice, Practice

### **Part III. *Getting Buy-In for your project***

#### **What to do when you are not getting cooperation**

- Recognizing resistance to your project
- Why people might not want to cooperate with your project
- Identifying reasons people may resist your project
- Do's and don'ts for dealing with resistance to your project

### **Part III. *Getting Buy-In for your project***

#### **Plans for Getting Buy-in**

- Project stakeholder map
- Senior management stakeholder analysis
- Senior management stakeholder plan
- Middle management stakeholder analysis
- Middle management stakeholder plan
- Line worker stakeholder analysis
- Line worker stakeholder plan

## **Interested in learning more?**

Contact Mike Cardus

1.716.629.3678

[mike@create-learning.com](mailto:mike@create-learning.com)

[www.create-learning.com](http://www.create-learning.com)