

# **Leading Successful Projects**

**(2 days)**

## **WHO SHOULD ATTEND?**

The issue facing many organizations today is the increasing quantity and complexity of project related work. This workshop does not focus on the technology behind project management, but instead on the soft skills of leading a group that you may not have positional power over. New project managers who are versed in the theory and the technology, but not the soft skills will benefit the most from this workshop. Recommended maximum class size is 15 participants.

## **OBJECTIVES**

Research shows that the failure rate of projects is staggering when you consider the elements of on time, on budget and functional as promised. The Standish group shows that less than one third of projects meet all three criteria. The problem is not with a lack of hard skills, but rather a lack of soft project management skills. The objective of this workshop is to blend the soft skills with the hard skills to equip project managers with the skills that they need to be successful. This is an experiential workshop where participants will build skills by actually “doing”.

## **WHAT YOU WILL LEARN**

During this two-day workshop, you will acquire knowledge on the key project management success factors and build skills in leading project meetings:

- Assess the project environment
- Define a project
- Focus on key project success factors
- Effectively plan project meetings
- Build a results-focused meeting agenda
- Encourage meaningful participation and facilitate the sharing of information
- Keep group discussions focused, clear and productive
- Apply a range of techniques to build agreements and align efforts towards project goals

## **MATERIALS**

Participant workbook, copies of PowerPoint slides, and access to Convergence Group website resources.

## **CONTACT**

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