

Human Skills in Projects

(HSK2D)

VCT and ILT: 16 hours

VCT: 4*4 hours
(16 PDU)

(Distributed as: 16 Leadership PDU)

The Human Perspective and the Interpersonal skills are key to good Project Performance, also when we work in virtual environments. In this course you will reflect on your leadership style and get to know different styles. This will enhance your own leadership style and better understand how to lead and act in different situations.

You will also get to know the different phases of team development, learn different styles of conflict resolution and how to carry out a Win-Win negotiation.

You will also improve your communication skills and how to better give and receive feedback. The course ends with the preparation of an individual action plan.

AFTER THE COURSE YOU WILL

- ❖ Know more about your own leadership style and how you can adapt it according to the situations.
- ❖ Have enhanced your project leadership skills.
- ❖ Be able to develop teams and help them through all the development phases.
- ❖ Be familiar with the most important guidelines of a win-win negotiation.
- ❖ Know several styles of conflict resolution to use the most appropriate to each situation.
- ❖ Know how to prepare and perform delicate conversations.
- ❖ Have improved your positive communication.
- ❖ Have prepared an Individual Action plan

TARGET GROUP

- ❖ Project managers
- ❖ Program Managers
- ❖ Team Leaders
- ❖ Other Leaders and Managers

PREREQUISITES

None

SUBJECTS

- ❖ Personal Contract
- ❖ Leadership and team development:
 - ✓ Self-awareness
 - ✓ SAL: Situational Adapted leadership
 - ✓ Team development
 - ✓ Motivation
 - ✓ Feedback
- ❖ Communication:
 - ✓ Negotiation skills and Conflict resolution
 - ✓ Empathy & assertiveness
 - ✓ Building trust
 - ✓ DAPA: A model to handle delicate conversations and negotiations
- ❖ Individual Action plan

Additional topics may be introduced based on the participants' needs.

TRAINING METHODS

- ❖ We apply a training method based on "learning by doing". This means optimizing your learning by combining the trainer's input and feedback with your own experience and active participation.
- ❖ You will experience a course with a high energy level and lots of fun.