

HUMAN SKILLS FOR PROJECT MANAGERS (HSK3D)

(3 days, 24 hours, 24 PDUs)

There are different leadership styles and none of them may be suitable for everybody in all situations. In this course you will figure out which leadership style best suits you, and the advantage to adapt it according to the needs.

You will increase your ability to lead and improve the projects efficiency by using some leadership tools.

You will practice dealing with various problem situations, giving and receiving feedback.

AFTER THE COURSE, YOU WILL

- ❖ Have a better picture of how you communicate in different situations:
 - ✓ Group meetings
 - ✓ Negotiations
 - ✓ Presentations
 - ✓ Personal talks in problematic situations
- ❖ Know more about your own leadership style.
- ❖ Improved your project leadership skills.
- ❖ Get familiar with some tools related to the human perspective to increase the effectiveness in projects.

TRAINING METHOD

- ❖ We apply a training method based on "learning by doing". This means optimizing your learning by combining the trainer's input with your own experience and active participation.
- ❖ During the course, great effort will be spent on personal feedback, given in connection with the different exercises.
- ❖ Video recording will be used.
- ❖ As part of the course, participants will have to develop a project.
- ❖ Will prepare a personal action plan.

SUBJECTS

- ❖ The leadership role:
 - ✓ Situational leadership and group dynamics
 - ✓ Feedback
 - ✓ Personal development
- ❖ Communication:
 - ✓ Transactional analysis
 - ✓ Presentations
 - ✓ Contact with other units and decision-makers
- ❖ Problem situations:
 - ✓ Time pressure
 - ✓ Sensitive talks

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

TARGET GROUP

- ❖ Project managers
- ❖ Functional managers
- ❖ Team leaders
- ❖ Any person working in projects or organizational groups.