

# Leading and Influencing Projects

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## Course Description

This workshop focuses on competencies that are necessary to lead and manage a project successfully. Participants know that project management processes are terrific for getting organized and for developing a repeatable method for handling projects. But projects are successful because people make it happen. How do project managers tune up their skills to step beyond managing a project to become a leader?

This workshop helps participants understand their own leadership style and develop skills essential for navigating project challenges. Participants will learn how to create a project vision and help teams achieve maximum performance.

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## Who Should Attend?

This workshop is intended for practicing project managers, functional managers, project participants, project sponsors, and others who would like to develop their understanding of differences among people and build their leadership skills. There are no prerequisites for this course. It is appropriate for those with any level of experience.

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## Course Materials

The workshop includes a detailed Participant Guide that has references to *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*-Sixth Edition, the international ANSI standard of the Project Management Institute (PMI®). The Participant Guide illustrates tools and techniques with a **comprehensive project example**. Participants are advised to bring their own copy of the *PMBOK® Guide* to the session for additional reference.

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## Workshop Objectives

In this course participants will learn to:

- ◆ Describe different organization structures.
- ◆ Create a project vision.
- ◆ Determine the number of communication channels.
- ◆ Describe appropriate uses of various communication methods.
- ◆ Perform a stakeholder analysis.
- ◆ List types of power a project manager may draw on.
- ◆ Describe the components of the Myers-Briggs type indicator.
- ◆ Differentiate motivation theories.
- ◆ Identify the phases of a team's group behavior.
- ◆ Define the purpose of a responsibility matrix.
- ◆ List techniques to build trust among team members.
- ◆ Describe ways to help virtual teams perform better.
- ◆ Identify strategies to resolve conflict.

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	The Nature of Projects
	Managing vs. Leading Projects
	Project Leadership
	Steps to Effective Leadership
<b>Module Two</b>	<b>Create and Communicate the Vision</b>
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	Developing a Project Vision
	Planning Communications
	Communicating the Vision
<b>Module Three</b>	<b>Analyze and Engage Stakeholders</b>
	Stakeholder Engagement
	Identifying Stakeholders
	Analyzing and Engaging Stakeholders
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<b>Module Four</b>	<b>Understanding Behavior</b>
	Understanding Individual and Group Behavior
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	Build Trusting Relationships
	Encourage Interaction
	Make Decisions
	Promote Accountability
	Measure Objectives