



Project Management - Advanced

Description

It's easy to forget the "manager" part of your "project manager" title amongst all the activity during a project. However, it is crucial that you hone your management skills as they are an important part of your success as a project manager. There are also some advanced project management techniques that you can master to bring your projects to the next level.

Objectives

In this course, you will focus on two areas of advanced project management. The first area is advanced project management techniques, such as communication plans and status meetings. The second area is general management skills, such as building a winning team and rewarding team members.

Outline

How to Use This Guide

Session One: Course Overview

Session Two: Choosing the Project Team

1. Choosing the Team
2. Pre-Assignment Review
3. Four Issues to Address with Project Teams

Session Three: Building a Winning Team

1. Why is Teamwork Important?
2. The Stages of Team Development

Session Four: Managing Team Meetings

1. Starting on the Right Foot
2. Making Committees Work
3. Making Connections

Session Five: Easy Ways to Reward Your Team

Session Six: Developing a Communication Plan

1. The Five Components
2. Case Study

Session Seven: Communicating with Sponsors and Executives

1. Communication Excellence
2. Making Connections



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Session Eight: Dealing with Problem Team Members

1. Developing Understanding
2. When to Walk Away
3. When Things Don't Work

Recommended Reading List
Post-Course Assessment
Pre- and Post-Assessment Answer Keys
Personal Action Plan