

# Managing Your Team in Project Mode

Hands-on course of 3 days - 21h

Ref.: ORG - Price 2024: €1 790 (excl. taxes)

Based on the importance of team management in project control, this training course treats principal difficulties with which a project leader can be confronted at the time of its contacts with his team, his hierarchy, and his clients. It makes it possible to apprehend: teamwork dynamics, fundamental roles of the manager, basic rules to motivate the project team.

## TEACHING METHODS

At the end of this course, the participants will be aware of: Their own managerial style and how to improve it, factors that may inhibit or facilitate their communication and that of their employees, and individual motivation and team-mobilizing factors.

## HANDS-ON WORK

This very interactive hands-on course relies on numerous hands-on exercises and role-playing games filmed with individual reporting and analysis.

## THE PROGRAMME

last updated: 01/2018

### 1) The Team Players

- Defining team management composition.
- Identifying all stakeholders and needs.
- Analysing team dynamics.
- Reconciling respect for team members and commitment.

### 2) Motivation

- Understanding motivational factors at work.
- Differentiating and tackling low motivational levels.
- How to acknowledge and reward.

### 3) Running your Project Team

- Knowing your team and each individual's level of autonomy.
- Integrating new colleagues and managing staff turnover smoothly.

### 4) Project Management

- Creating an action plan.
- Seeking and incorporating team members' initiatives where applicable.
- Regular progress reporting and measurement.
- Evaluating risk.
- Mobilising team regularly to carry out corrective and preventative actions.

## PARTICIPANTS

Any project leader charged with its team management.

## PREREQUISITES

Experience required in team management.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

# DATES

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## REMOTE CLASS

2024 : 10 Jul, 25 Nov