



### **Workshop on Project Leadership:**

(Leading and Managing Project Teams for Effectiveness)

June 27- July 1, 2022, 1<sup>st</sup> Run: Lagos & Abuja

December 5 – 9, 2022, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N180, 000 per Participant

**For online:** Delivery via Zoom

Time: 9am – 4:00pm everyday

**Online course fee:** N150, 000 per Participant

**Available for In-plant Training**

**USD Equivalent for foreign  
Participants**

### **Program Overview:**

People are basically responsible for project success thus leading a project team effectively, requires influencing and conflict resolution and management skills. This course is designed to provide a solid foundation in key leadership competencies sets of setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating and leading change. Project managers who wish to increase their leadership skills will find this course highly valuable as they will acquire key skills to get the most from their most valuable project management resource - their people.

### **For Whom:**

This program is designed for new and experienced project managers who need sound foundation in the concepts, methods and skills of project leadership whilst those with experience will acquire new insights that will broaden their expertise and extend their skills to accomplish more in project execution.

### **Learning Objectives:**

At the end of the program, participants will be able to;

- Lead and manage a project team to meet its potentials for productivity and effectiveness
- Facilitate a conducive project environment
- Create a high performing project team through effective communication
- Design motivational methods to improve team productivity and cooperation
- Manage the conflicting role of business and personal ethics in leadership
- Identify predictable changes and identify appropriate leadership strategies for managing each change
- Use the four-stage collaborative negotiation process
- Manage concerned stakeholders to promote project success
- Create leadership action plan as you return to work.
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### **Course Outline:**

#### **Day 1: Successful Project Leadership: Overview**

- KPIs for measuring successful project
- The key project management processes
- Project lifecycle and phases of activities
- Key success factors of project success
- Balancing the key project constraints of budget, schedule & outcome

#### **Day 2: Why High Impact Leadership in Project Management**

- What is project leadership
- Key characteristics of effective leadership

- The difference between leadership and management
- Assessing your leadership competencies and developmental needs
- Articulate your leadership vision, Aligning vision with project team
- Process of establishing direction, aligning people and motivating people to follow your vision
- Identifying different leadership styles of;
  - Tasking, Encouraging, Steering and Entrusting

### Day 3: Getting The Project Started

- The role of the core team
- Selecting criteria for your core team
- Identifying and analyzing all project stakeholders
- Effectively using power of influence to create stakeholders' support
- Setting project plans and project goals

#### Managing Ongoing Project

- Managing to time
- Managing structured and unstructured functional sources of delays
- Using effective team communication for commitment
- Managing through change

### Day 4: Building and Leading High Performing Team

- Characteristics of high performing project teams
- The stages of team development:
  - Forming, Storming, Norming, Performing & Adjourning
- Leading and maintaining effective and productive team
- Using conflict resolution and management techniques
- Evaluating team progress and coaching team members
- Working with different personality types:
  - Using people management skills

#### Managing Project Risk

- Managing the 4 types of project risk
- Leading team during project crisis
- Communicating with stakeholders
- Managing performance problems

### Day 5: Closing the Project

- How to effectively close a project
- Controlling typical behavioural changes
- Reviewing project outcomes with stakeholders
- The role of ethical behavior and leadership in project completion
- lessons learnt

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri Hotel, 4 Okwuruola Street, Off Stadium Road, Rumuola, Port Harcourt

**Open Course Fee: N180, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N180, 000 per participant, VAT –N13, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance  
Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8145745664,**

**234-8184727337**

**24/7 Lines: 234-8068933608, 234-8029170491 &**

**234-8051365946**

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.