

## PROJECT TEAMS

PM08.50

This course teaches students about different types of projects and project teams. Students will learn how to resolve conflicts, reach consensus among team members, identify personal responsibilities and communication skills needed from team members, and improve team communication. Course activities also cover expressing yourself assertively, identifying team roles, and explaining how to avoid common pitfalls in project team meetings. Students will also learn how to establish and improve project teams, set team goals, motivate teams, and manage a team during times of change. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

### PREREQUISITES

- None

### LEARNING OBJECTIVES

- Identify the characteristics of a project team and understand who the project stakeholders are. Recognize how individual responsibilities and stress affect the team.
- Identify various roles in project team meetings and maximize the effectiveness of team meetings. Understand the purpose of introductory meetings and the goal-setting process. I identify various issues that a team might face during team meetings.
- Communicate effectively through active listening and nonverbal and verbal communication techniques. Receive and give effective feedback.
- Use various methods of decision-making, resolve team conflict, and achieve consensus in a project team.

### WHO SHOULD ATTEND

- Project managers
- Senior team members
- All people managers

### COURSE OUTLINE

- Fundamentals of project teams
- Participating in a project team
- Communicating in a project team
- Individuals and project teams
- Applying team building techniques
- Building a project team
- Project team at work

There are numerous exercises to reinforce the concepts taught in this class.

### CLASS LENGTH

- One Day (8 PDUs)