

# Managing the project's players

Hands-on course of 2 days - 14h

Ref.: GPM - Price 2024: €1 390 (excl. taxes)

By the end of this module, the participant will have mastered the skills associated with resource management: Workload plan, staffing, and upskilling a team. That person will be able to identify all of a project's stakeholders, as well as their roles and responsibilities, and be able to direct them as well.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Organize and oversee a project team.

Manage the relationship and communication with stakeholders (clients, suppliers, higher-ups, etc.)

Carry out the change

## TEACHING METHODS

This highly interactive course relies on a mix of theoretical background, hands-on work, discussion, workshops, and contextualized case studies.

## HANDS-ON WORK

Theoretical perspectives and practical exercises.

## THE PROGRAMME

last updated: 01/2023

### 1) Organizing a project team

- Defining your position: Project manager, project team leader, supervisor, etc.
- Different types of management.
- Characteristics of a project team and its dynamic.
- Mapping the skills and resources needed for the project.
- Negotiating resources with your higher-ups and subcontractors.
- Assessing and planning upskilling activities.

*Exercise* : Questionnaire on your management style. Creating a skills matrix. Job description analysis.

### 2) Overseeing the project team in a cooperative climate

- Communicating the project goal.
- Ensuring a shared vision of the work to be performed.
- Setting operational rules within the team.
- Getting the team involved in planning tasks.
- Organizing discussions and sharing: Golden rules for an effective meeting.
- Planning meetings: Team meeting, project progress meeting, etc.
- Taking into account comments and suggestions to maintain motivation.

*Role-playing* : Delegation meeting roleplay.

### 3) Developing the team's skills to optimize performance

- Delegating and controlling.
- Ensuring unity in a remote project team.
- Successfully adding new employees.
- Guaranteeing unit cohesion throughout the project.

## PARTICIPANTS

Anyone likely to participate in or oversee a project.

## PREREQUISITES

Have taken the course "Operational Project Management" or be able to show equivalent skills.

## 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 to review your request and its feasibility.

- Preparing and planning training exercises.

*Role-playing* : Role-playing various meetings.

#### 4) Managing stakeholder relations

- Mapping stakeholders and their respective roles.
- Planning and overseeing communication.
- Matching up sponsors and key communicators.
- Organizing communications: Steering committees, useful progress reports, etc.
- Using indicators as tools for communicating and decision-making.

*Exercise* : Preparing a steering committee communication in a tense situation.

#### 5) Leading and supporting the change

- Evaluating the changes that the project entails.
- Identifying the steps of the change and their impact on the relevant employees.
- Communicating with stakeholders.
- Building the change plan.
- Implementing the support plan.

*Exercise* : Identifying the change or modification. Analyzing the impacts. Writing a change management plan.

## DATES

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### REMOTE CLASS

2024 : 13 Jun, 23 Sep, 16 Dec