

Effective Soft Skills for Project Managers

Course Description

This unique course has been designed to deliver, in just 2 days, a **complete set of methods, tools, techniques and skills** that will help Project Managers be much more effective at work.

This highly participative course includes hands-on workshops, case studies, exercises, self-awareness, teamwork and role plays.

Content Outline

Fundamental principles of communication and NLP
Active listening and asking questions
Managing your state of mind
Target setting: how to create well-formed objectives
Motivation
The Johari matrix
Managing meetings
The human capital

At the end of the course, you will be able to:

- Identify and apply effective behaviors when managing projects
- Use techniques to communicate effectively
- Understand your state of mind and manage yourself more effectively
- Create and execute well-formed objectives
- Implement a healthy team
- Manage meetings
- Understand yourself better – personally and professionally

Methods

The course is interactive, fun, and interesting. We keep the participants actively involved throughout these intensive 2 days, using a little theory, and then immediately practicing in a safe, comfortable environment. Participants walk out with real skills that they can start to apply immediately. The course is taught by highly experienced practitioners.

Each participant will choose 3 objectives to achieve within the following 3 months, based on what they learned during the workshop.

We recommend arranging a group conference call 3 months after the workshop with the trainer to go through the 3 objectives, in order to debrief on what each participant achieved, and if not, why not. This ensures that each participant applies the theory learned during the 2 days.