



Staff Training & Upskilling

1 Day Workshop

Motivation

Achieving Your Full Potential

Who should attend?

It's easy to forget the "manager" part of your "project manager" title amongst all the activity during a project. However, it is crucial that you hone your management skills as they are an important part of your success as a project manager. There are also some advanced project management techniques that you can master to help bring your projects to the next level. These are the two areas that we will focus on in this one-day workshop.

This workshop presumes that you have a thorough understanding of project management, including topics such as preparing a statement of work, setting project goals, scheduling, budgeting, managing project risks, and executing a project.

How will you benefit?

- Think critically when choosing a project team
- Make the best of an assigned project team
- Help teams move through various stages to become a high-functioning machine
- Maximize productivity at team meetings
- Reward and motivate your team
- Develop and execute a communication plan
- Communicate with sponsors and executives more effectively
- Identify problem team members and strategies for working with them

What will you cover?

- Choosing the project team
- Scheduling your project
- Building a winning team
- Team meetings
- Nine easy ways to reward your team
- Developing a communication plan
- Communicating with sponsors and executives
- Dealing with problem team members

What is included?

All courses are given by expert facilitators in small interactive classes. The manual and course materials are specific to the course and you will receive a personalised certificate on completion.

How to book?

Email your training requirements to : training@infusion.co.za