

SOFT SKILLS FOR TEAM MEMBERS COURSE

OVERVIEW

The delivery of success projects is based on teamwork. Being an effective project team member requires not only specialist skills but most importantly soft skills. Soft skills or people skills make up more than 80% of the skill set required to participate in motivated project teams that are empowered and deliver projects on time, within budget and meeting the quality stipulated.

Traditionally the bulk of project team training is based on attending a variety of technical project training courses, but soft skills courses are seldom attended. Project management research conducted by PM Academy highlights project failure is caused mainly by people related reasons and to a much lesser extent by technical reasons. It stands to reason that investing in the soft skills of the project teams will significantly increase project success.

This soft skills course has been addressed to empower team members with the soft skills to become an effective member of a highly motivated and success focused team.

TARGET AUDIENCE

This soft skills course will benefit all those involved in projects, including:

- Project Managers
- Project Team Managers
- Project Team Members
- Project Office Administrators
- Project Support Staff

PRE-REQUISITE LEARNING

Although not essential, it is beneficial for course delegates to have some experience in a project environment.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Fundamentals of Project Management, Fundamentals of Project Administration and PRINCE2 Foundation courses.

COURSE CONTENT

This soft skills course syllabus covers the following topics:

- Leadership Skills
- Building Motivated Project teams
- Communication Skills
- Negotiation Techniques
- Time Management
- Problem Solving
- Managing Conflict
- Fundamental Presentation Skills
- Essentials of Report Writing

COURSE DURATION & DELIVERY

This is presented as a four day course and may also be extended to five days to cater for specific client requirements. No pre-course work is required. The course is delivered with a blend of classroom training interventions and an emphasis on practical syndicate and individual sessions. All our facilitators are experienced PRINCE2 and PMBOK Project Managers.

Delegates receive a course manual and case studies.

A 30 minute multiple choice test will be conducted on the last day and on successful completion delegates receive a PM Academy certificate.

The soft skills course may be delivered at our premises or alternatively we also tailor the course to be delivered in-house with sufficient attendees.

BENEFITS

On completion of the course delegates will be able to:

- ✓ Become an effective project team member
- ✓ Utilise the soft skills learned on the course to improve productivity
- ✓ Apply soft skills obtained to project situation to improve project team synergy.

RESERVATIONS, DATES, LOCATION & INFORMATION

Our offices may be contacted at (011) 976-2776 or e-mail info@pmacademy.co.za
Alternatively contact Jurie Smith directly on 074 123 8888.