

# Leading Successful Projects

*“I’m expected to manage different teams on projects that are important and have a lot of visibility. I have to focus each team, meet deadlines, and come in on budget. What process do I follow to pull it all together?”*

Welcome to the new world of management work. It’s no longer about “sweating the small stuff” because most of the small stuff is no longer a manager’s responsibility. Those day-to-day tasks have been replaced with project work that takes weeks or months to complete. Managers now lead, or are part of, project teams that are responsible for projects with a direct and significant connection to the bottom line. Unfortunately, many managers are not really prepared to lead project teams. As a result deadlines, budgets, and deliverables are all at risk.

## Impact

**Managers and team leaders will be able to:**

**Understand** the four phases that every project goes through.

**Assess** the probable impact of a project on business goals.

**Determine** the roles, tasks and activities needed to complete any project.

**Ask** the right questions in each phase of a project.

**Use** a clear system to track project progress and update stakeholders.

**Motivate** project team members to maintain their commitment and support.

For over 20 years we’ve helped thousands of organizations equip managers with the tools they need to succeed. Our experience has proven that a manager’s ability to direct projects and participate knowledgeably on a project team can have a direct impact on business results. We know that project management is a skill set any manager can acquire through exposure to project management training that effectively addresses the overall processes required for project success.

**Leading Successful Projects** provides the structure, process, and tools necessary to master the art and science of project management. The program identifies the critical phases every successful project must go through, and examines each phase through the lens of the question that must be answered to assure project control and progress.

## Program Description

**Leading Successful Projects** enables managers to identify and work with the key variables that impact how projects are defined, planned, and implemented. The program also focuses on the interpersonal skills managers must use to win and maintain the commitment, enthusiasm, and support of the project team. The 2-day workshop, divided into 4 modules, is designed for 6–18 participants and includes the following:

1. **Getting Started** - the big picture, success factors, and goals
2. **Getting Ready** - defining resources, roles, and responsibilities
3. **Building An Action Plan** - aligning resources, roles, and responsibilities
4. **Executing and Closing** - monitoring, control, and completion

## Course Materials

### **Facilitator Guide**

- *Complete instructions on how to conduct the workshop.*
- *Explanatory text for the trainer, sample trainer narrative and facilitation notes.*
- *Facilitator Resource CD-ROM containing PowerPoint presentation, additional resources, and reproducible pages from the facilitator guide as well as entire participant workbook.*

### **Participant Workbook**

- *Exercises, forms, skill practice aids.*
- *Job Aids section with tools and resources for applying the skills learned in the workshop.*
- *Memory Jogger Card providing a handy reminder of the workshop's skill points.*

## About Vital Learning

Vital Learning's award winning programs have successfully helped organizations develop supervisors, leaders, and front-line managers for over 20 years. We offer the most comprehensive and practical curriculum for building the management skill set required by 21<sup>st</sup> century managers.

Our customers tell us that our training really works because it enables the changes in management behavior that drive improved business results. Let Vital Learning help you take the first step toward creating successful managers and more productive and profitable teams.

**Leading Successful Projects** participants have also benefited from these other Vital Learning programs:

- *Essential Skills of Communicating\**
- *Essential Skills of Leadership\**

*\* Available in Classroom, Web-based, and Blended Solutions.*