

Managing Project Teams

Course Introduction

4m

Lesson 1 - Knowing Your Team

1h 8m

Knowing Your Team
Identify the Elements of a Team
Team Concept
Team Concept - Real Life Example
Team Members
Stakeholders
Stakeholders - Real Life Example
How to Identify the Elements of Your Team - Guidelines
Identifying Elements of a Team - Assessment Activity
Interaction Within a Team
Group Dynamics
Team Diversity
Team Diversity - Real Life Example
Team and Task Roles
Task Roles
Team and Task Roles - Definition
Team and Task Roles - Real Life Example
How to Interact Within a Team - Guidelines
Interacting Within a Team - Assessment Activity
Communication Within the Team
The Communication Process
Communication Methods
Active Listening
Active Listening - Real Life Example
How to Communicate with the Team - Guidelines
Communicate Within a Team - Assessment Activity
Identify Standards
Norm
Milestone
Project Charter
How to Identify Standards - Guidelines
Identifying Standards - Assessment Activity
Reflective Questions
Lesson 1 Review

Lesson 2 - Managing Your Team

59m

Managing Your Team
Identifying Management Needs
Management Styles
Team Management Tools
Resources
Resources - Real Life Example
Decisions
Team Member Ownership
How to Identify Management Needs - Guidelines
Identifying Management Needs - Assessment Activity
Providing Feedback

Coaching
Feedback
Rewards And Recognition
How to Provide Feedback - Guidelines
Providing Feedback - Assessment Activity
Maintain Team Momentum
Team Momentum
Assessing and Evaluating Progress
Resource Management
Advocacy
Team Advocacy - Real Life Example
How to Maintain Team Momentum - Guidelines
Maintaining Team Momentum - Assessment Activity
Identify Management Challenges
How to Identify Management Challenges - Guidelines
Identifying Management Challenges - Assessment Activity
Close Out a Project
Debriefing
Celebrating Success
Assessing Accomplishments and Deficiencies
How to Close Out a Project - Guidelines
Closing Out a Project - Assessment Activity
Reflective Questions
Lesson 2 Review
Course Closure

Total Duration: 2 hrs 13 min