

SeminarsWorld® Course Agenda

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Integrating People, Organizational and Technical Skills: The Complete Project Manager

Instructor(s): Randy Englund
Alfonso Bucero PMP, PMI Fellow

Length: 4 days
CEUs: 2.8 / See below for PDU breakdown

Pre-work: None

Level: Intermediate

Primary Topic: Leadership Development

Subtopics: Leading Project Teams, Communication and Presentation Skills, Project Management

Course Description:

Difficult times and the challenges of operating virtually make personal skills even more critical. Effective communication, motivation, and interactions among team members and stakeholders increases in importance.

Seeking the missing ingredients to move from good to great, moving beyond a plateau and looking for the next generation of skills, mindsets, and processes to transform performance as a project manager or sponsor? Join Alfonso Bucero and Randall Englund in this PMI seminar which will demonstrate how to integrate key people with team, business, technical and organizational skills. Develop the leadership, learning, means, and motivation to advance both personally and professionally.

Case studies and practice sessions help participants learn from each other and about successful practices. Through sharing insights, experiences, attitude, examples, stories, passion, persistence, and patience that motivate action, participants develop and apply these practices up, across, and down the organization, especially in politically charged situations. Develop project management immunity to not only survive but also prosper in pandemic times.

Learning Objectives:

Upon completion of this course, participants will be able to:

- Change thinking about twelve necessary people skills to become more complete as project managers, lead change, resolve conflicts, and enhance on-the-job performance
- Apply different approaches to leading and managing projects, through assessment of skills and environments, sharing examples and case studies, and identifying proven practices
- Realize what needs to be done to negotiate, sell, and achieve more optimized project outcomes; learn how to do it, especially in complex and political environments; integrate and practice implementation strategies; and have more fun, both in the learning environment and in the workplace
- Access tips and techniques from enthusiastic, experienced practitioners, seasoned colleagues, and facilitators
- Better develop project and program management professional careers through enhanced abilities to influence all stakeholders

AGENDA

DAY 1

- Introduction & Objectives
- Leadership & Management Skills
 - Defining a multi-level set of competencies
 - Leading vs. managing
 - Managing executives
 - Listening
 - Example: managing up the organization

- Personal Skills
 - Changing attitude
 - Assessing aptitude
 - Applying passion, persistence, and patience
 - Identifying influence skills
 - Dealing with chaos—the role of purpose and networking
 - Example: assessing emotional intelligence

DAY 2

- Negotiating Skills
 - Building awareness – do it every day
 - Adopting principled style
 - Applying 10 rules of negotiating
 - Make it win-win
 - Example: negotiating project objectives with sponsor

- Political Skills
 - Politics are everywhere
 - Understanding power and politics
 - Dealing with conflicts
 - Speaking truth to power
 - Practice developing a political plan
 - Navigating through political minefields
 - Example: dealing with stakeholders, especially difficult ones

DAY 3

- Conflict Management Skills
 - Identify type
 - Take action
 - Resolve conflicts
 - Sharing resolution suggestions
- Project Management Skills
 - Defining success & creating a vision
 - Identifying controls or results
 - Cultivating competencies

- Humor & Fun Skills
 - Using humor
 - Making fun a priority
 - Powering up your interaction quotient – frames of reference and dialogue
 - Sharing examples

DAY 4

- Environment Skills
 - Assessing the environment
 - Understanding revitalization and validation
 - Force field exercise
- Organizational Management Skills
 - Perfect organizational storm
 - Shifting from “toxic” to “green”
 - Operating across organizations process
- Change Management Skills
 - Identify resistance to change
 - Stages of change

- Sales Skills
 - The sales process
 - Sales presentations
 - Features, benefits, advantages
 - Dealing with objections
 - Getting closure
 - Example: selling project plan to key stakeholders
- Market/Customer Knowledge
- Close: Taking Action
 - Understanding customers & markets
 - Mapping Leadership, Learning, Means, & Motivation
 - Preparing & presenting action plan

Professional Development Units (PDUs) are one-hour blocks of time spent learning, teaching others, or volunteering. By attending this SeminarsWorld course, you will be able to achieve the following PDUs as learning hours to apply for PMI certification or to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
CAPM / PMP / PgMP	8	12	8	28.00
PMI-ACP	0	12	8	20.00
PMI-SP	0	12	8	20.00
PMI-RMP	0	12	8	20.00
PfMP	0	12	8	20.00
PMI-PBA	0	12	8	20.00

