

SeminarsWorld® Course Agenda

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Common Sense Leadership for Project Managers

Instructor(s): Bob Mason

Length: 2 days

Pre-work: None

CEUs: 1.4 / See below for PDU breakdown

Level: Intermediate

Primary Topic: Leadership Development

Subtopics: Communications, Leading Project Teams

Course Description:

Project managers are faced with the dual challenge of not only managing a project but also leading their project team, often consisting of members who are not direct reports. Adding to this challenge, many project managers have had little to no training in effective ways to lead teams, no formal managerial title or authority, and often little understanding of their true role as a team leader.

Common Sense Leadership for Project Managers™ is a 2-day course that provides tools to help project managers become more effective project leaders. Attendees will learn the basics of great leadership with emphasis on the position many project managers find themselves in – leading with no formal title or position. Attendees will learn more about themselves, how they approach interpersonal relationships, and how they can make relationships less stressful and more productive. A module on accountability explains leadership responsibility and how to best leverage that responsibility to improve the team. By the end of the course each attendee will have a complete draft of a *Personal Leadership Philosophy* to help them gain better self-awareness while also providing a tool to articulate their leadership approach.

Common Sense Leadership for Project Managers™ is the culmination of discussions with attendees of other courses over three years and a survey conducted in 2016. Designed to meet the needs of working project managers leading real project teams, the course is presented by instructors with extensive leadership experience who use guided discussion to ensure the material presented is applicable to each attendee.

Learning Objectives:

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

- Identify basic concepts of leadership and applicability to project management
- Analyze their own personality and recognize how they interact with the disparate personalities of others
- Discover and appraise their own values structure - apply values-based leadership
- Formulate a purpose for their leadership situation - apply purpose-driven leadership
- Develop and design the building blocks for their own personal leadership philosophy - apply people-centric leadership

AGENDA

Day 1

- **Introduction to Leadership** - An overview of leadership styles and tools, this topic reviews common models of leadership, discusses good and bad leadership traits, and provides a fundamental definition of leadership. Leaders at all levels of experience will gain insight into the basis for leadership success.
- **My Hard Wired™** - This unique and proprietary leadership styles profile provides a view of a leader's strengths, preferred method of communication, and what can cause stress and how they can prevent that stress from causing negative conflict. The profile will be used throughout the course.
- **My Values** - Effective leaders must have a clearly defined set of personal values. They must understand how those values affect their behavior and be able to clearly express those values to their team. During this portion of the course, students will complete an exercise to define their own values.

- **My Purpose** - Teams need to have a purpose and effective leaders need to be able to state that purpose clearly and succinctly. In this session, students will create their own vision, mission, and priorities for their team.

Day 2

- **Being People-Centric** - Although leadership is not a popularity contest, effective leaders must establish a human connection with those they intend to lead. They need to learn who their team members are, their skills, limitations, and desires. Managers look at people as “resources,” leaders look at people as people. During this session, students will study motivation and engagement, and develop realistic expectations for themselves and their teams.
- **Accountability** - Good leaders understand they are accountable for their team's actions as well as their own. This session examines the implications of this and how leaders accordingly accept responsibility for themselves while also holding their teams accountable.
- **Effective Leadership Communication** - Effective communication is vital to team leadership. That means leaders must understand the nuances of verbal and non-verbal communications. This session will provide project managers with skills to make them more effective communicators by demonstrating pitfalls and providing techniques to improve their ability to get their point across while also listening to and understanding their team members.
- **Your Personal Leadership Philosophy** - Being a great leader is more than just learning some new skills. Those skills must become actionable. By combining the topics covered in the course into a *Personal Leadership Philosophy*, project managers create a document that not only improves their own self-awareness, but also provides a clear description of their own leadership approach for their team.

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	0	8	6	14.00
PMI-ACP	0	8	6	14.00
PMI-SP	0	8	6	14.00
PMI-RMP	0	8	6	14.00
PfMP	0	8	6	14.00
PMI-PBA	0	8	6	14.00

