



the Management Development Institute

business and management education since 1981

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Project Teams

Code: CT93-304

Duration: 1 day

Series: Team Management

Projects and project teams

Project fundamentals

Project teams

Creating a project team

Characteristics of a project team

Individual responsibilities

Conducting team meetings

Team meetings

Introductory meetings

Pitfalls to successful meetings

Communicating in a project team

Listening skills

Verbal communications

Feedback

Decision-making in a project team

Methods of decision-making

Conflicts and consensus

Preparing teams for project work

Empowerment and motivation

Change management

Existing project team improvement

By completing this course, participants will learn how to:

- ✚ Identify the phases and requirements of a successful project, build and organise a project team, and avoid pitfalls in project teams.
- ✚ Identify the characteristics of a project team, understand who the project stakeholders are, recognise how individual responsibilities and stress affect the team, and how team members can self-evaluate.
- ✚ Identify various roles in project team meetings, maximize the effectiveness of team meetings, understand the purpose of introductory meetings and the goalsetting process, and identify various issues that a team might face during team meetings.
- ✚ Communicate effectively through active listening and nonverbal and verbal communication techniques, and receive and give effective feedback.
- ✚ Use various methods of decision-making, resolve team conflict, and achieve consensus in a project team.
- ✚ Empower and motivate a project team, develop a positive culture, identify the causes of change in a team, manage change, and improve existing project teams.

Prerequisites: None