



Arabian Institute For Training

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# Project Leadership, Management and Communications

## INTRODUCTION

- This Project Leadership, Management and Communications training course provides a solid foundation in key leadership competencies and gives the attendees the opportunity to have a truly transformational leadership experience. The programme will help the attendee develop and refine their personal project leadership vision, and work on strengthening their leadership competencies.

In this programme, the attendee will learn how to:

- Lead project teams through more effective communication
- Identify motivational value systems to improve productivity and cooperation
- Recognise the role of business and personal ethics in leadership
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Develop and maintain a personal, tailored Leadership Development Plan

## PROGRAMME OBJECTIVES

- Enhance leadership skills including: setting direction, aligning people, motivating and inspiring, leading teams, and communicating.
- Learn how to build relationships, negotiate and lead change.
- Build and lead teams to achieve positive results.
- Gain a clear understanding of why communication is so important.
- Establish effective working relationships with internal and external stakeholders.
- Use a practical, step-by-step process to prepare for win-win negotiations.

## TRAINING METHODOLOGY

- Leadership and communication skills and techniques are taught through case studies, experiential exercises and practical examples that can be used immediately to make a real difference. Attendees will complete a self-assessment of a range of critical leadership skills, and will interact and engage with the facilitator in lively discussions.
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## PROGRAMME SUMMARY

- This programme addresses the Leadership, Management and Communication skills needed by project managers and team leaders to: 1) build and lead cross-functional teams through various behaviour motivating dynamics; 2) exercise influence without authority, 3) foster an environment of professionalism, and 4) deal with conflicts in a professional and ethical manner. The goal of this programme is to guide individuals to understand and master the core skills of leadership required for effective application in project environments.

## Programme Outline

### Project Leadership Fundamentals

- Introduction to Course Objectives
- Separating Leadership from Management
- Leadership as a Journey
- Assessing your Leadership Competencies
- Leadership Knowledge Areas
- The Need for Result-based Project Leadership
- Traits of Effective Leadership
- The Building Blocks of Leadership
- Create your Own Leadership Vision
- Project Leadership Styles
- Habits of Effective Project Leaders
- Create a Leadership Development Plan

### Building and Leading Productive Teams

- Project Leadership and Dimensions of Credibility
- Leading Different Personalities
- Team Building Stages
- Different Roles and Behavioural Patterns within Teams
- Identifying and Expanding your Comfort Zone
- Managing the Project Team
- Understanding Motivational Patterns using SDI®
- Motivating Team Members using Different Techniques
- Establishing and Maintaining Effective Working Relationships with internal as well as external stakeholders
- Update your Leadership Development Plan

### Leadership through Effective Communication

- What do Leaders Communicate About?
  - Communication Styles
  - Matching Communication Styles
  - Powerful Communication
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## Influence, Negotiations, and Conflict Management

- Influencing Tactics
- Your Preferred Influence Style(s)
- Keys to Successful Influence
- The Need for Negotiations
- Preparing for Negotiations
- Best Alternative for Negotiated Agreement (BATNA)
- Competitive vs. Collaborative Negotiations
- Negotiation Styles
- Negotiation Tactics
- Emotions and Conflicts in Negotiations
- Common Negotiations Errors
- Sources of Conflicts within Project Teams
- Destructive vs. Constructive Conflicts
- Modes of Conflict Handling
- Update your Leadership Development Plan

## Role of Ethics and Leading People through Change

- Change in the Organisation Context
  - The Change Process
  - Your Role in a Changing Work Environment
  - Stages in the Change Process
  - Define Ethics and identify Links between Ethics and Trust
  - Ethical Leadership Behaviour
  - Appropriate Leadership Strategies for Stages in the Change Process
  - Dealing with People Resisting Change
  - Developing a Change Management Plan
  - Adjusting to Change
  - Effective Reporting
  - Keeping Yourself Motivated
  - Self Awareness and Self-discipline Skills
  - Leadership Learning and Mentoring
  - Finalise your Leadership Development Plan
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