



Training Seminars & Conferences

09-MAR-2020

An Intensive 5-Day Training Seminar On

# Working Effectively in Project Teams



22 - 26 Mar 2020, Dubai  
23 - 27 Aug 2020, Dubai



 View Details

[www.euromatech.com](http://www.euromatech.com)

An ISO 9001:2015  
and ISO 29990:2010  
Certified Company

# Working Effectively in Project Teams

Course Sub Title Here

## INTRODUCTION

Effective project teams don't happen by chance. A combination of the right players, clear goals, processes and efficient management helps a project team to reach high performance. In organisational culture, a progressive, proactive project management style is essential. Every project team member must be committed to do what they say they will do.

This EuroMaTech training course combines a creative, organized approach and will provide participants with the skills, tools, knowledge and motivation to participate back in the work place, adding high value contributions to any project team or work package. In this programme, participants will:

- Complete preference tests for teams
- Apply team set up techniques
- Design team rules
- Examine conflict resolution options
- Use creative thinking techniques
- Examine project closure practices to target the project learning

## PROGRAMME OBJECTIVES

- Understand the difference between projects and normal business operations
- Understand project roles and responsibilities
- Understand the characteristics of a successful team
- Develop awareness of "team player preferences"
- Understand the principles of project leadership
- Understand the importance of communication in teams
- Identify conflict and apply resolution techniques
- Apply planning tools in project planning sessions
- Participate in risk project planning sessions
- Utilise creative thinking techniques
- Know how to behave in a project team
- Give feedback to team members
- Participate in lessons learned activities

## WHO SHOULD ATTEND?

This EuroMaTech training course is suitable to a wide range of professionals and will greatly benefit:

- Anyone involved working in a project team, as a leader or team member
- Project Professionals, Cost Estimators, Engineers, Designers and Project Office Staff

## TRAINING METHODOLOGY

The Working Effectively in Project Teams training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. It will explore the methodology through interactive speaker input, video, case studies and practical exercises.

## PROGRAMME SUMMARY

Even if not in a leadership role yet, this EuroMaTech training course will give the participants a detailed knowledge on the subject of project teamwork enabling their contributions to be more effective and give them that extra edge. Critical to this success, is the understanding that all team efforts are directed towards the same clear project goals and providing excellent communication to the team. This may cause conflict, but working effectively only happens if an environment of trust is created, support is given to win / win approaches, and that people respect each other.

Team leaders and members alike should know the different personality types that make up a team in order to allow for balance, recognising that no two people are the same in any team. In addition, being able to identify and utilise preferences and strengths, whilst compensating for weaknesses, is essential. The aim within the project team is to create human synergy such that the overall team performance is greater than the individual contributions.



*EuroMaTech has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI)*

*Participants attending this training session are entitled to receive:*  
**25 Professional Development Unit (PDUs)**

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# PROGRAM OUTLINE

## DAY 01

### Project & Teams

- What is a Project?
- What is an Effective Team?
- The Project Lifecycle
- Team Development Over Time
- Project Roles
- Leadership
- Qualities of an effective Team Member
- Team Player Styles

## DAY 02

### Forming a Project Team and Building for Success

- Belbin and Successful Project Teams
- Staff Selection and Acquisition
- Cross-Functional Project Team Approach
- Communicating with the Team
- Leading Project Team Meetings

## DAY 03

### Storming in the Project Team – Managing Conflict

- Authority is earned
- What is conflict?
- Types of conflict
- Managing conflict
- Dealing with the non-compliant team members
- Risk management and participating as a team member

## DAY 04

### Planning and Developing a Project Team

- Planning with team members
- Help the team get the most out of working together
- Left brain right brain
- Creativity and creative thinking techniques
- Reaching consensus, leveraging the power of project team collaboration
- Introduction to lean projects
- Work starts

## DAY 05

### Achieving High Performance

- Good Team vs. Brilliant Team
- Inspiring your Team
- Working with Virtual Teams
- Team Reporting
- Coaching and Delegating
- Giving Feedback to Individuals and the Team
- Adjourning

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

# Working Effectively in Project Teams

✓	Date	Venue	Fee(\$)
	22 - 26 Mar 2020	Dubai	US\$4,950
	23 - 27 Aug 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

## Your Details

Name (Mr/Ms):.....  
Position:..... Organisation:.....  
Address:.....  
.....  
.....  
City / Country: .....  
Telephone / Fax: .....

## Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
Company Name: .....  
Address:.....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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