



An Intensive 5-Day Training Course

# Project Leadership Management and Communications

## PROGRAMME SUMMARY

This Project Leadership Management and Communications training course 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.

Date

Venue

Fee(\$)

| 27 Sep - 01 Oct 2021

| London

| US\$ 5,950

## 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 training course, the attendee will learn how to:**

- Understand the roles of stakeholders in a project
- Understand techniques for estimating time and cost
- Manage projects in a way that improves their impact
- Become a better decision-maker
- Improve the interface with senior management

Online  
learning service  
available



## 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.

## 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.

### QUALITY CERTIFICATIONS & ACCREDITATIONS



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

## 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.



Training Seminars & Conferences  
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# COURSE OUTLINE



## Day 1

### 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

## Day 2

### 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

## Day 3

### Leadership through Effective Communication

- What do Leaders Communicate About?
- Communication Styles
- Matching Communication Styles
- Powerful Communication
- Active Listening
- Power and Leadership Relationship
- Sources of Leadership Power
- Empowerment Models and Practices
- Update your Leadership Development Plan

## Day 4

### 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

## Day 5

### 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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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: ..... Email: .....

## 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:.....  
Email: .....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

### 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.

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### 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.

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