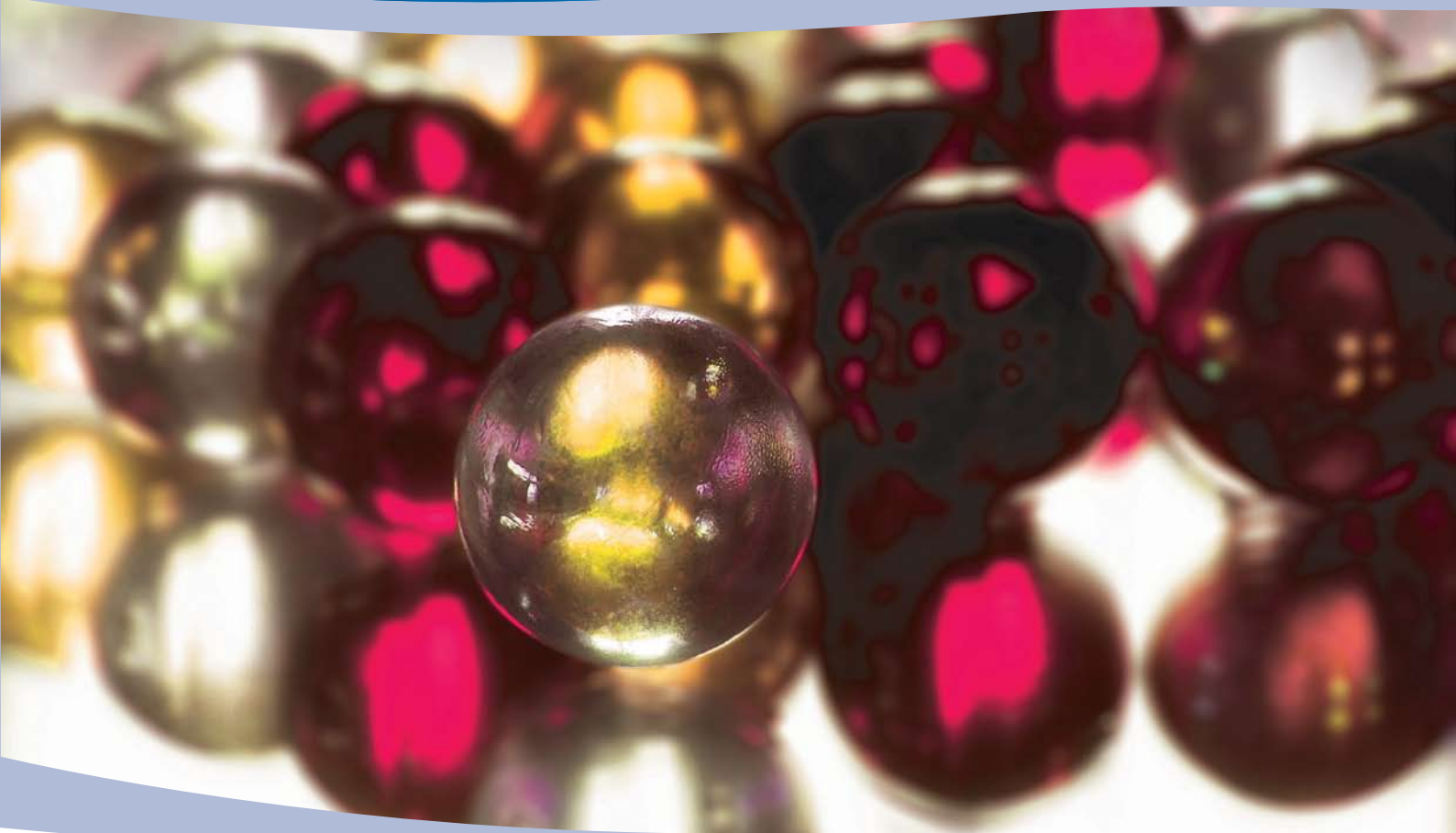


# Leading & Motivating Project Teams

Effective techniques for developing, inspiring and leading successful project teams

13-14 December 2010 ~ Budapest, Hungary



## Seminar Focus

- Develop practical strategies that get to the heart of complex team issues
- Assess the current development level of your team
- Diagnose and deal effectively with under performing project staff
- Learn how to keep motivation high and build high performing teams
- Negotiating inside and outside the team
- Develop a personal action plan to apply your learning back at work

## Overview

**Project teams present a particularly difficult leadership challenge, especially if the person in the leadership role is not the line manager.**

Teams may include part-time or 'as needed' staff, sometimes based in different locations. Motivation may be an issue if members are under pressure as a result of involvement in multiple projects. Also project teams may include staff from various organisations and differing levels of seniority or experience.

For these reasons and more, highly effective leadership skills are essential for delivering successful projects. This course will address this and other common leadership challenges including:

- It's tough to act as a leader when most project teams are temporary, often part time and trying to balance a number of priorities as well as their own contribution to the project
- Resources are often swapped between projects to cover fluctuations in workload, so issues of teambuilding and conflict can be particularly significant.
- Project leaders frequently don't have a lot of line management experience, so leadership training can help both their competence and confidence.
- Management expect project teams to be fully productive after kickoff, but this requires very high levels of leadership and a good understanding of team dynamics.

**People working together can accomplish far more than individuals working alone.**

## Who Should Attend

**This event is a must for Project Sponsors, Program / Project Leaders, Project Managers, Team Leaders and others who are committed to developing their teams into high performing work units.**

You will participate in a range of one to one role-plays of common leadership challenges and be invited to give/receive feedback with a small group of project leaders.

The event is highly participative, including a mixture of discussion, exercises, practical tools and case studies.

## Benefits of Attendance

**Can you afford the price of letting your teams under perform while your competitors move ahead?  
Effective teams mean higher productivity and higher morale.**

- A range of practical tools, approaches and advice designed to help get the best performance from a project team
- An opportunity to consider your own leadership style, examine when your natural style is suitable and develop competence in alternative leadership approaches.
- Realistic models and tactics for understanding, managing and negotiating solutions to conflicts in the project environment
- Facilitated discussions and the opportunity to share best practice with other project team leaders from a range of organisations and industries
- Practical advice and feedback in developing key leadership skills of assessing, developing, motivating and performance management in a range of challenging project team situations

# Course Topics

## DAY ONE

### 8:30-10:00 Session 1 Setting the Scene

#### The challenges of leading project teams

- Using the project charter to support your authority
- Getting the right team from the start

#### Organisational, structural and cultural issues

- Using the right sources of power in your organisation
- Dealing with geographically dispersed teams or virtual teams
- Understanding the impact of culture on leadership
- Teamworking with contractors and suppliers

#### Attributes of good / bad leaders

- Identifying and applying your strengths
- Acknowledging and improving on your weaknesses

### 10:00-10:30 Break

### 10:30-12:00 Session 2 Leadership Style

#### Leadership Style (Individuals)

- Evaluating your ability to select the right leadership approach
- Understanding the 3 components of leadership

#### Understanding your own leadership style

- Understanding its strengths and weaknesses
- Identifying when it will – and will not – be suitable

### 12:00-13:00 Lunch

### 13:00-14:30 Session 3 Team Members Needs

#### Assessing your team members' individual needs

- Assessing capability
- Assessing motivation

#### Matching leadership style with team members' needs

- Developing your own confidence in different styles
- Knowing the factors involved in selecting the right approach

### 14:30-15:00 Break

### 15:00-16:30 Performance Management & Leadership Practice

#### Motivating and Managing underperformance

- The project leader's challenge – handling problems without line authority
- The 3 step approach to discipline
- When – and how – to escalate
- 20 ways to motivate and encourage better performance
- Group leadership practice

### Evening preparation for Day 2 – the Strength Deployment Inventory - SDI®

# Course Topics

## DAY TWO

### 8:30-10:00 Session 1 Strength Deployment Inventory - SDI®

#### Understanding and using your SDI pattern

- The 4 basic motivational patterns
- Using SDI in communication

### 10:00-10:30 Break

### 10:30-12:00 Session 2 Team Development and Leadership

#### Attributes of effective / ineffective teams

- Designing your ideal team
- Moving the team you've been given closer to the ideal

#### Leadership Style (Teams)

- Assessing your team's level of development
- Factors that complicate team development

#### Speeding up the process of becoming a high performance team

- Leading a team by challenging them to develop
- Helping your team to set their own guidelines and targets
- Keeping performance high in tough times
- Decision making in teams

### 12:00-13:00 Lunch

### 13:00-14:30 Session 3 Conflict & Negotiation

#### Handling conflict in the project team

- Using SDI in conflict
- Understanding your options in responding to conflict
- Selecting and applying the best strategy

#### Negotiating inside and outside the team

- Preparation, preparation, preparation
- When to co-operate and when to compete
- 5 steps to negotiating success

### 14:30-15:00 Break

### 15:00-16:30 Case Examples and Action Plans

#### Putting it all together

- Leadership case studies
- Review your Action Plan

#### Event Review

## Seminar Leader

### Peter O'Neill PMP

Senior Partner  
O'Neill Training



Peter O'Neill is an international trainer and writer with more than 25 years experience in the project management and project leadership arena.

In the past five years, he has worked across much of Central and Eastern Europe, delivering public and customized in-company courses, including: Project Negotiations with Eurotel in the Czech Republic, and Project Leadership with Orange Romania.

Peter was Program Director at the Steel Industry Management College and has lead, facilitated, and advised project teams in an array of private and public sector areas.

Early in his career, he also served for two years as Group Chairman with the UK trade union ASTMS.

Peter is an "Associate Fellow" at Warwick University UK, where he tutors in Project Management for the prestigious Warwick Business School MBA program. He also designed and authored their new on-line Project Management MBA module.

He is an author and reviewer of the Association for Project Management's guidance book "Project Management Pathways", in which he contributed the chapters on Conflict Management and Project Negotiations.

Mr. O'Neill's academic qualifications include an MBA from Warwick Business School and a degree in technology and systems

He is certified as a Project Management Professional (PMP®) by the Project Management Institute and is qualified to deliver the Myers-Briggs Type Indicator programs.

## Testimonials from previous seminars

*"I found this course so good that I have decided to put all the project managers in my department on this course in the future"*

**Hewlett-Packard**

*"The best course and the best instructor that I have experienced"*

**ACC Telecom**

*"Excellent learning possibility both for beginner or experienced project managers. The overall performance of the event was beyond my expectations. I can recommend it to everyone."*

**Ericsson**

*"Course met my expectations, especially exercises!!! Very good course - not only theory, also practical things and a possibility to share experience from different fields."*

**SAS Institute**

# Leading & Motivating Project Teams

Please complete the form and fax to (36) 1 999 7481

## Delegate Details

Name   
Position   
Email   
Mobile No.

Name   
Position   
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Mobile No.

Name   
Position   
Email   
Mobile No.

Name   
Position   
Email   
Mobile No.

## Registering Company

Company Name   
EU VAT Number   
Street   
City   
Country  Postcode   
Telephone  Fax

## Event Details

Dates  13-14 December 2010  
Venue  5 star location to be advised  
City  Budapest

## Payment Details

\*Credit Card Payment   
Bank Transfer

## Registration Fee

Regular Fee	<input type="text"/>	€ 995
Register 2 or more delegates	<input type="text"/>	€ 895

\*In case you choose to pay by credit card, our Finance Department will be in touch with you soon to ensure the maximum security of the transaction.

Stamford Global Finance

## Authorisation

I certify that the above information is correct.  
I am aware of the prerequisites of the registration.

Name   
Job Title   
Signature   
Date

## Terms & Conditions. Please read carefully before registration

### Hotel Accommodation & Airport Transfer

Accommodation is not included in the training participation fee. To arrange accommodation at the conference venue, you will receive a reservation form with our Stamford Corporate Rate. Please arrange the room reservation and airport transfer directly with the hotel.

### Confirmation Details

After receiving payment, a receipt will be issued. If you do not receive a letter outlining joining details 2 (two) weeks prior to the event, please contact us at [operations@stamfordglobal.com](mailto:operations@stamfordglobal.com)

### SALES CONTRACT

Client means the registering organization  
Executor means Stamford Global

**This registration form constitutes a legally binding sales contract between the Executor and the Client. All terms are mutually accepted and negotiated in good faith.**

- 1. Fees:** Registration fees are inclusive of program materials, event organizational expenses (venue, speakers et.), luncheons and refreshments, but exclude accommodation and travel expenses.
- 2. Payment terms:** Following the receipt of the registration form, all payments are due within 5 (five) working days. All payments must be received before the commencement of the events. After registration all payments must be executed within the terms herewith irrespective of attendance. Should a portion of the Contract price be subject to state, federal, or local taxation, or VAT if applicable, the Executor reserves the right to add such charges to the final invoice or recover such sums from the Client at the time when they become due. Late payment: The client explicitly agrees the Executor entitled to charge a fix 20%/year late payment penalty for all payments received after the due date. Credit Card payments are subject to 4% handling and processing surcharge.
- 3. Cancellation/Substitution:** Substitution is allowed by providing a written notice is given to the Executor, not later than 2 working days before the event. Otherwise all registrations carry a 50% cancellation liability of the contract value immediately after an authorized registration form has been received by The Executor. By signing this registration form the client agrees that in case of any dispute or cancellation The Executor will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason The Executor decides to postpone or cancel the event, The Executor is not responsible for covering airfare, hotel or any other cost incurred by the clients. Any cancellation received in less than 10 working days before the event carries 100% payment liability. No refund, partial refund or any alternative offer shall be made.
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