

# BUILDING HIGH PERFORMANCE PROJECT TEAMS (8hr)



Academic researchers and business experts on high performance teams have identified a number of ingredients that make business teams more productive, cost-effective, and enjoyable for the members. This class covers how to add these team building ingredients to your project teams, using practical demonstrations of the techniques and real-world examples. If you're trying to build teamwork without those elements, teambuilding exercises may be entertaining and generate some temporary good feelings—but they won't get measurable results.

## *Who should take this course?*

This class is for anyone interested in improving the performance of their team, including project managers, project team members, functional managers, and senior managers.

## *Course Objectives*

By the end of the class you will:

- Be familiar with the Sudden Teams team-building program.
- Understand how to create, motivate, and disband your teams effectively.
- Better facilitate your team meetings.
- Improve your team's decision-making abilities.
- Reduce unproductive intra-team conflicts.
- Improve the productivity of your team.

## *Course Content*

- Standard vs. Empowered Teams
- Planning Questions
- Identifying Team Players
- Team Formation
- Team Leader Tasks
- Building Motivation
- Creating Rules of Conduct
- Defining Roles
- Creating Administrative Procedures
- The Team Development Curve
- Team Management
- Teamwork Myths
- Communication Skills
- Meeting Facilitation
- Problem-Solving
- Decision-Making
- Supervising Empowered Teams
- Disbanding with Dignity

## *Course Details*

- **Length** 8 hours
- **Credits** 8 Professional Development Units (PDUs)
- **Prerequisites** None
- **Availability** On-site at your location and select public locations.
- **Style** Instructor-led, using facilitated discussions, individual and group exercises.
- **Format** Classroom environment—no computers required.

*"Awesome presentation—exceeded my attendance objectives."*

*"...well thought out, and will be useful to my job."*

*"Good course—nicely organized."*

*"Very knowledgeable and experienced instructor."*

**Call 1-866-PM-ASSIST today or visit us at [WWW.CONSULTING.KY](http://WWW.CONSULTING.KY)**





## ***Project Management Training***

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If your organization has identified the need for project management training, you are not alone. Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager.

Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management theory training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment and on-site basis. From time to time we also offer classes not listed here, so please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

- **Introduction to Project Management (4 hours)**
- **Project Management Introduction for Smaller Organizations (4 hours)**
- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Foundation Course (7 days)**
- **CAPM Certification Review (5 days)**
- **PMP Certification Review (5 days)**
- **Building High Performance Project Teams (1 day)**
- **Using Microsoft Project to Plan and Execute your Projects (2 days)**

## ***Project Management Institute Registered Education Provider***

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As an approved Project Management Institute (PMI®) Registered Education Provider (REP®), we are authorized to issue Category Three Professional Development Units (PDU) for credit toward meeting the Continuing Certification Requirements (CCR) of the Project Management Professional (PMP®) certification. While PMPs may earn PDU credits from other categories of learning activities, only Category Three PDUs are accepted without question in audits of CCR records. PMPs may also report a Key Consulting course using PMI's convenient online system, rather than having to provide fax or paper documentation.

## ***Key Consulting Inc.***

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Key Consulting works with, and trains, organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you :

- Improve the quality of your project planning and tracking
- Quickly capture the complexity of your projects
- Provide higher visibility of your critical tasks
- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the national Project Management Institute (PMI®).