

Essential Leadership Skills for Project Managers

A two-day workshop (2 days, 7 hours each) – 14 PDUs

Seminar Description

Successful project managers are managers who practice both strong management skills and effective leadership skills. Leadership skills are not the same as management skills. Strong management skills can be gained through experience and practice. Leadership skills can be learned and leadership qualities can be developed. Effective leaders develop new leadership skills to complement those that made them successful as managers. In these days of tough economic conditions, it is very important that project managers demonstrate effective leadership in their organizations.

This workshop focuses on leadership competencies required for project managers to manage teams effectively and deliver projects successfully. The workshop covers the differences between project management and leadership and the leadership styles for project managers. Participants perform exercises to develop leadership in project management, including interpersonal communication skills, negotiation and influencing skills, as well as stakeholder expectations management and the most basic leadership competencies in motivating and inspiring teams.

Seminar Objectives

- Understand the differences between project management and leadership
- Identify different leadership styles for project managers, and learn what leadership style to use, when
- Define essential leadership skills and leadership qualities required for successful project delivery
- Develop effective team leadership skills, including interpersonal communication skills, negotiation skills and influencing skills
- Assess your leadership competency level -- your strengths, weaknesses, new skills to develop
- Develop a leadership development plan to complement your project management capabilities that will ensure consistent delivery of successful projects
- Utilize leadership skills in influencing your executive management

Seminar Outline

1. Project Management and Leadership
 - (a) Define leadership. What makes an effective leader?
 - (b) What is the difference between project management and leadership?
 - (c) The Commonality with Project Management and Leadership
2. Leadership Skill Sets for Project Managers
 - (a) Leaders inspire and motivate teams
 - (b) Developing leadership skills
 - i. Providing direction, leading by example, enabling others, sharing power, seeking a better way
 - ii. Negotiating and interpersonal communications skills
 - iii. Influencing and listening Skills
 - (c) Individual Exercise: What kind of a leader are you?
3. Leadership Styles for Project Managers
 - (a) Four leadership styles for project managers
 - (b) Individual Exercise: What leadership style should you use, when?
4. The Five Dysfunctions of a Team
 - (a) Functional and Dysfunction Teams
 - (b) Individual Exercise: Team Assessment: Is Your Team Dysfunctional?
 - (c) Overcoming Team Dysfunctions
5. Your Leadership Development Plan
 - (a) Assess your current state as a leader, as a project manager
 - (b) Define your objectives, your goals
 - (c) SWOT analysis
 - (d) Develop your leadership development plan
 - (e) Execute, monitor and control your leadership development plan
6. Take Your Leadership Skills to Enterprise Level – Influencing Executives