

# TEAM MANAGEMENT AND PROJECT-BASED MANAGEMENT

**Dates and duration to be agreed**

**Location to be agreed**

Contact us for a customised quote

## OBJECTIVES

- Understand the advantages of project-based management.
- Know how to build an efficient project system.
- Know how to manage teams to properly carry out a project.

## THE + OF YOUR TRAINING

- - This training session calls on case studies and professional role-playing.

## CONCERNED AUDIENCE

- Managers.
- Project leaders and their deputies.
- Team managers.
- Members of a project team.

## GOOD TO KNOW

- We recommend that participants bring along working documents to enrich the content of the training session with their own experiences.
- Example of a 5 days programme

## PEDAGOGICAL PROGRAMME

### Module 1 Project-based management

- Advantages and constraints of project-based management.
- Structuring the project: objectives, results, activities and indicators; hypotheses and risks;
- financial, human and material resources;
- planning and budgeting.
- Operational and budget monitoring tools.

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### Module 2 Setting up a project team

- Defining the key skills required for performing the project.
- Mobilising internal and external resources.
- The project leader's responsibilities.
- The team members' duties: defining tasks;
- defining the objectives and resources on a contract basis.

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### Module 3 Managing the project team

- The manager's position: leadership and performance.
- Levers for motivating employees: team building.
- Monitoring and supervising the members of the project team: indicators, workload schedule;
- planning, budgeting and monitoring activities;
- reporting and inspection tools.
- Disseminating information within the project team.
- Identifying the blocking factors and successfully enabling change.
- Managing conflicts and difficult situations.

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**Prerequisites :** Have held or currently hold a position related to the training theme