



excellence in project
management learning

FACILITATION SKILLS FOR PROJECT MANAGERS

A TWO-DAY WORKSHOP (14 PDUS)



interthink consulting
INCORPORATED

project managers require many skills

Approximately 50% of your role as a project manager is centred upon leading meetings and information gathering sessions. The ability to effectively facilitate is one of the greatest contributors to your project success.

As a project manager, you must possess many skills to be successful in your role. As a leader, you must provide vision and inspire and motivate your team members. As someone who must plan and run many project meetings and communicate daily with your teams, sponsors and other stakeholders of a project, you must have personal excellence in communication and facilitation.

Most of us have seen excellence in facilitation and have consciously wondered:

“What is it that they know that I don’t know?”

This workshop is designed to provide the many facilitation techniques you require to be able to succeed as a project manager. The workshop explores the theory behind the practices as well as incorporating hands-on exercises that allow you to experience excellent facilitation and to practice your facilitation skills in the classroom.

our blueprint

THE BASICS OF EFFECTIVE MEETINGS

Projects revolve around meetings. Our effectiveness in facilitating meetings is a critical determining factor of our success as project managers. You will learn how to define roles and responsibilities for meetings, set team norms and appreciate what constitutes good meeting practice - from agenda setting to meeting evaluation.

LOGISTICS 101

The logistics and availability of proper meeting materials can often lead to the success or failure of a meeting. You will learn how room layout and the materials distributed can contribute to enhancing the success of your meeting.

HANDS-ON TECHNIQUES

You will experience and participate in the use of experiential, statistical, problem solving, information gathering, decision-making, coaching and icebreaker facilitation techniques. As well, you will receive your own facilitator Memory Jogger™ to use back on the job.

EFFECTIVE PRESENTATIONS

Good presentation skills make an essential contribution to overall success. You will develop a greater appreciation of how presentation skills and habits contribute to more effective communications.

UNDERSTANDING AND CONTROLLING PARTICIPANTS

You will experience techniques for guiding, influencing and – where appropriate – controlling team communications and gain an understanding of how to deal with difficult situations and team members.

OUR PARTICIPANTS

This workshop is targeted to project managers, project leaders, project coordinators and project team members who are asked to lead, manage and facilitate team meetings. The session addresses many basics of effective facilitation but emphasizes those that are most relevant to the variety of challenges that we as project managers may face.

WORKSHOP FORMAT

The workshop is a combination of theory and hands-on exercises. Each exercise is targeted towards participants understanding how and when to use each of the techniques to their greatest advantage.

As this course is very hands-on, course size is limited to a maximum of 20 participants.

Each participant will be provided with a complete "Project Managers Guide to Project Facilitation" that includes all materials presented during the workshop. As well, each participant will receive the latest version of the Memory Jogger™ to use back on the job.

PRE-READING

There are no pre-reading assignments for this workshop.

BENEFITS

Unique benefits of the Interthink curriculum include:

- Smaller class sizes; most of our classes are limited to 20 participants, and often less.
- Public courses are fully catered, including a quality breakfast, lunch and snacks throughout the day.
- Detailed workshop manuals that provide on-going reference after the learning experience.
- Professional Development Units (PDUs) towards certification and re-certification as a PMP or CAPM.

our commitment

The facilitation skills for project managers workshop will enhance all aspects of facilitation skills, including:

- Setting and maintaining group norms
- Dealing with people based on your personality preferences and theirs
- Understanding a variety of facilitation techniques and knowing when to use them
- Setting up a meeting room to achieve the meeting objectives, and knowing what materials and supplies are necessary to enhance the meeting outcomes
- Knowing how to plan, set expectations and ensure proper control of the meeting and how to effectively document meeting results
- Developing presentations that most effectively ensure that the intended message is received

our program

DAY 1 (8:30 – 4:30)

- Introduction – setting the stage for the workshop – a hands-on exercise
- The role of the project manager and why facilitation is important
- The basics of effective meetings
- Logistics 101
- Facilitation techniques

DAY 2 (8:30 – 4:30)

- Facilitation techniques (continued)
- Effective presentations
- Understanding and controlling participants
- Course wrap-up and evaluation

our courses

Our courses have been designed so that their outcomes are relevant and employable on projects of any size and for any industry. Participants are able to immediately incorporate the tools and techniques they learn into the projects they are currently working on.

Interthink Consulting partners with educational institutions across western Canada in the delivery of advanced project management skills courses. Interthink's training and certificate programs are fully compliant with the PMI Project Management Body of Knowledge (PMBOK) and are ideal preparation for the PMP and CAPM certification examinations.

We want to talk with you about how we can support your project learning needs. Please contact us at our Edmonton, Alberta offices at 780/414.6391, or visit our website at www.interthink.ca.

Join others who have experienced excellence in project management training, and who have realized the value of this newfound knowledge in delivering successful projects.



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