



Leading & Negotiating for Project Success

2-Day Workshop



Institute
Project
Management



About The Institute

The Institute of Project Management occupies a unique position as Ireland's premier certification authority. We are globally recognised as Ireland's leading provider of project management certification, training and education services.

Our philosophy has always been to ensure that we are up-to-date with the very best thinking and practice in project management worldwide by investing heavily in direct involvement with the international project management community.

Working closely with a faculty of expert-practitioners, the Institute promotes best current practice, theory and applied skills in Project Management for individuals and organisations.

Course Overview

Leading and Negotiating

The focus of this 2-day course is to learn how to lead and negotiate with stakeholders more effectively, raise team morale and increase clarity around the business value contribution of various members of your project team. Whether you are in charge of a team, a department or an enterprise, Leadership and Negotiating Skills are absolutely essential.

Team leaders, project and program personnel are increasingly called upon to be both effective managers and leaders. However, management and leadership are two distinctly different areas of expertise. Knowing the difference between management and leadership, as well as how and when to switch between the two, is more crucial than ever to sustaining profitable business change.

This two day workshop contributes 14.0 PDUs (Professional Development Units) to the record of the individual's Continuous Professional Development.

Who is this course for?

- Project managers who wish to improve their negotiation skills, and individuals seeking to understand the negotiations process and improve their skills
- Business stakeholders with various roles in a project and/or program
- Management seeking to develop their organisational leadership skills



Why do this course?

Leadership

Highly effective leaders make a profound difference in their organisation. This course is structured to inspire managers, regardless of their current level of development. It will provide them with the tools to build greater confidence in their leadership abilities. It will give them the skills necessary to motivate people and meet the challenge of achieving results in any working environment.

Negotiations

To advance in the corporate world, management demands excellent negotiation skills. Students will learn about the types of negotiation and different styles that you can adapt during negotiations. You will identify your individual negotiation style and how to adapt to situations for more successful negotiations. You will also develop an understanding of competitive and collaborative negotiation and learn how to recognise each.



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Course Content

Negotiations Modules

Negotiations Basics

- › Understanding the foundational concepts of negotiation
- › Developing an awareness of your own negotiation strategies
- › Negotiation phases
- › Common approaches to negotiating
- › Personal negotiating strategies

Negotiation Process

- › Phased approach to negotiations
- › Similarity to project management phases
- › Negotiation life cycle
- › Strategies and tactics

Negotiation in Action

- › Different levels of complexity in negotiations
- › Negotiating in a Competitive Situation vs. a Collaborative Situation
- › Industry - specific considerations
- › Working within negotiation phases and identifying when to move into the next phase
- › Practice in adapting negotiation strategy to the dynamics of the negotiation

Creating the Win-Win

- › Methodology
- › Identify each party's objectives
- › Finding common interest
- › Strategies to develop trust
- › Value of escalation options
- › Conflict resolution tips and technique

Course Content

Leadership Modules

Setting Leadership Priorities

- › Understand how to manage your time more effectively
- › Identify and effectively use high-payoff activities
- › Learn how to prioritise your tasks with proactive planning

Personal Leader Profile

- › Learn your preferred style and instinctive needs
- › Communicate better with people who are wired differently
- › Describes key issues on how one develops trust
- › Identifies the correct type of feedback needed

Communicating as a Leader

- › Causes of organisational communications problems
- › How messages become distorted
- › Effective listening

Motivating People

- › Herzberg's Two-Factor Theory
- › Goal setting
- › Reinforcement, rewards, and punishment
- › Building a motivational climate

Conflict Management

- › Managing conflict for continuous improvement
- › The five styles of conflict management
- › Four steps to conflict resolution

Managing a Leader's Time

- › What is your time worth?
- › Identifying and using high-payoff activities
- › Eliminating unnecessary paperwork and e-mail


Leading Productive Meetings

- › Learn the characteristics of successful meetings
- › Proper actions to chair a meeting
- › Coping with dysfunctional behaviours


A close-up, profile view of a man with brown hair and a light beard, wearing a dark suit jacket, a light blue shirt, and a blue patterned tie. He is looking off to the side with a thoughtful expression. The background is a blurred cityscape.

Have any questions?

For more information or to register for a course please contact us - we would be happy to hear from you!

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