

# Leadership and Communication for Project Managers («H33763»)

Managing projects is a task with great challenges for your leadership and communication skills. In this course, you will learn where your personal growth opportunities in project management lie and how to successfully complete projects.

**Duration:** 3 days

**Price:** 3'200.–

## Content

### 1 Role of the project leader

- The project context and leadership requirements: Role clarification, self-image, leadership tasks and instruments in the project.
- Dealing with hierarchies, clients, external parties, team members and departments

### 2 Leadership and communication

- Project leadership as a communication task
- Development of communication culture
- Preparing, leading and following up leadership discussions in a goal-oriented manner (e.g. delegation, coaching, motivation, control, feedback)

### 3 Practice of project management and team leading

- Composition of the team
- Reflection of own and others' preferences regarding work style and communication based on a personality model
- Possibilities and limits of motivating in projects
- Shaping the team dynamics

### 4 Conflict resolution skills

- Symptoms of conflict
- Avoiding conflict
- Possibilities for conflict resolution

## Key Learnings

- Getting to know management tools for promoting project success
- Learning how personal characteristics of the project participants affect the project work
- Acquiring the necessary know-how to actively steer discussions and deal with conflicts constructively
- Reflecting on challenges from your own practice and working out possible solutions
- Practicing leadership discussions incl. feedback

## Methodology & didactics

Impulse contributions by the trainer, conflict management based on case studies or examples from the participants, individual and group coaching, analysis of film scenes, video analysis, 360° feedback, agreement on objectives and reflection.

## Target audience

This course is aimed at project staff, project managers, employees and managers from the project environment.

## Additional information

This training can also be offered virtually upon request.

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-leadership-soft-skills/management-leadership/course-leadership-and-communication-for-project-managers](https://www.digicomp.ch/courses-leadership-soft-skills/management-leadership/course-leadership-and-communication-for-project-managers)