LEADING SUCCESSFUL PROJECTS

Welcome to the new world of management. It's no longer about "sweating the small stuff" because most of the small stuff is no longer the manager or leader's responsibility. Those day-to-day tasks have been replaced with project work that takes weeks or months to complete. Today's managers lead and are a part of project teams who are responsible for projects that have a direct and significant connection to the bottom line.

SUCCESSFUL PROJECTS BRINGS SUCCESS

Unfortunately, many managers today are unprepared to lead project teams. As a result, deadlines, budgets and deliverables are all at risk.

A team or manager's ability to direct projects and participate knowledgeably on a project team can directly affect business results. Project management is a skill set that any leader can acquire with training that effectively addresses the overall processes required for project success.

The Vital Learning Leading Successful Projects™ program provides the structure, process and tools necessary to master the skill of project management. The program identifies the critical phases that every project must go through. It examines each phase and questions what must be answered to ensure control of the project and the project's success.

Leading Successful Projects enables leaders to identify and work with the key variables that affect how projects

are defined, planned and implemented. The program also focuses on the interpersonal skills leaders must possess and use to win and maintain the project team's commitment, enthusiasm and support.

The program includes the following four modules:

Getting Started: The big picture, success factors and goals
Getting Ready: Defining resources, roles and responsibilities
Building an Action Plan: Aligning resources, roles and responsibilities
Executing and Closing: Monitoring, control and completion

Throughout the course, managers review case studies, participate in group discussions, practice new skills and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.

vital
LEARNING

vital LEADERSHIP

ESSENTIAL COURSE MATERIALS

Leading Successful Projects is available in classroom format to accommodate any organization or type of business. Each course includes the following course materials:

Facilitator Guide
- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative and facilitation notes
- Includes the facilitator resource CD, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

Participant Workbook
- Provides exercises, forms, skill practice aids
- Offers a job aids section with tools and resources for applying course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the course's skill points

Leading Successful Projects and Memory Jogger Card™ are trademarks of Vital Learning.

BENEFITS OF LEADING SUCCESSFUL PROJECTS

This course is available in classroom format.

Program is designed for six to 18 participants to complete in two days (16 hours).

Course participants receive hands-on experience practicing the program's skills and methods.

Participants learn to understand the four phases that every project goes through.

Participants learn to assess the probable effect of a project on business goals.

Participants learn to determine the roles, tasks and activities necessary for project completion.

Participants learn to ask the right questions during each phase.

Participants use a clear system to track project progress and update stakeholders.

Participants learn to motivate team members to maintain their commitment to and support for the project.

LEADING SUCCESSFUL
PROJECTS
VITAL LEADERSHIP

vital LEARNING