

BUILDING PROJECT TEAMS

Available Dates: **Feb 1, Apr 11, Jun 21**

Class Length: **1 day**

Cost: **\$650**

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Class Outline:

Description:

This course teaches students about different types of projects and project teams. Students will learn how to resolve conflicts, reach consensus among team members, identify personal responsibilities and communication skills needed from team members, and improve team communication. Course activities also cover expressing yourself assertively, identifying team roles, and explaining how to avoid common pitfalls in project team meetings. Students will also learn how to establish and improve project teams, set team goals, motivate teams, and manage a team during times of change.

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Unit 1: Fundamentals of project teams

Topic A: Project and project teams

Topic B: Project team organization

Unit 2: Participating in a project team

Topic A: Project Team Characteristics

Topic B: Conflict and consensus in project teams

Unit 3: Communicating in a project team

Topic A: Personal responsibilities in a team

Topic B: Communication with the team

Unit 4: Individuals and project teams

Topic A: Individual communication

Topic B: Expressing yourself in a project team

Unit 5: Applying team building techniques

Topic A: Team roles and communication

Topic B: Decision making in a project team meeting

Topic C: Project team meetings and pitfalls

Unit 6: Building a project team

Topic A: Select a project team

Topic B: Project team goals

Unit 7: Project team at work

Topic A: Preparing teams for project work

Topic B: Providing Support for Project Teams