

Interpersonal Skills Workshop (Classroom and Virtual)



What is it about?

The delivery of success projects is based on teamwork. Project Managers and teams require specialist skills but most importantly interpersonal skills. Soft skills or people skills make up more than 80% of the skill set required to deliver successful projects.

Traditionally project team training is mostly based on technical project training courses. Project management research conducted by PM Academy highlights project failure is caused mainly by people related reasons and to a much lesser extent by technical reasons. It stands to reason that investing in the soft skills of the project teams will significantly increase project success.

This interpersonal skills workshop has been addressed to empower team members with the soft skills to become an effective member of a highly motivated and success focused team.

What does the course cover?

- ✓ Organizational Change Management
- ✓ Leadership Skills
- ✓ Building Motivated Project teams
- ✓ Diversity Management
- ✓ Communication Skills
- ✓ Negotiation Techniques
- ✓ Time Management
- ✓ Problem Solving
- ✓ Managing Conflict
- ✓ Fundamental Presentation Skills
- ✓ Essentials of Report Writing

South Africa (**B-BBEE Level 1**):
Tel: 010 140 1478 Cell: 081 061 4439
E-mail: training@pmacademy.co.za
Website: www.pmacademy.co.za

Botswana (**Majority Citizen owned**):
Tel: 311 7228/7 Cell: 71 230 278
E-mail: training@pmacademy.co.bw
Website: www.pmacademy.co.bw

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Do I qualify?

Although not essential, it is beneficial for workshop delegates to have some experience in a project team environment.

Must I study before?

No pre-course study is required.

Who Should attend?

- Project Managers
- Project Team Managers
- Project Team Members
- Project Office Administrators
- Project Support Staff

How is the Course presented?

This is presented as a 4-day workshop and may also be extended to five days to cater for specific client requirements.

The course is based on practical case studies and exercises, supplemented by theory.

Our experienced internationally accredited trainers deliver interactive and practical experiences through:

- Classroom
- Virtual instructor-led on Zoom (requires laptop and stable internet connection)
- At your premises (for groups)

This is an intensive 4-day course.

Based on demand, training is run during the week, on weekends or alternately during evenings.

What is included?

- Standard case study
- Course workbook with case studies, training slides and exercises
- Project Management or Agile documents
- Sample answers to the exercises
- Certificate of attendance
- Class Test
- 4 days training
- PDU and CPD points (ask us)



How will I be examined?

After attending the course, delegates must undertake the test.

- The test is multiple choice, 30 minutes and open book.
- Delegates must obtain 10 out of 20 (50%).

What's in it for me?

- ✓ Understand the change impact of projects on the organisation
- ✓ Become an effective project team member
- ✓ Utilise the soft skills learned on the workshop to improve productivity
- ✓ Apply soft skills obtained to project situation to improve project team synergy.

PM Academy was established in 2005 (South Africa) and in 2016 (Botswana). Through practical experience we are delivering our vision, by providing a world class professional project management training and advisory services, to the African and international markets.

Testimonial

"I loved the diversity section and the conflict management will be very helpful."

