Course Length ---------------------------------------------------------- *1 Day*
Course Format ----------------------------------------------*Instructor-Led*

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# Project Teams

## How You Will Benefit

After completing this course, students will know how to:

- Identify the phases and requirements of a successful project, build and organize a project team, and avoid pitfalls in project teams.
- Identify the characteristics of a project team, understand who the project stakeholders are, recognize how individual responsibilities and stress affect the team, and how team members can self-evaluate.
- Identify various roles in project team meetings, maximize the effectiveness of team meetings, understand the purpose of introductory meetings and the goal-setting process, and identify various issues that a team might face during team meetings.
- Communicate effectively through active listening and nonverbal and verbal communication techniques, and receive and give effective feedback.
- Use various methods of decision-making, resolve team conflict, and achieve consensus in a project team.
- Empower and motivate a project team, develop a positive culture, identify the causes of change in a team, manage change, and improve existing project teams.

## Course Content

### 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