



Leading Change in a Project Environment

BASIC INFORMATION	<p>Course Title: Leading Change in a Project Environment Course Duration: 1 Day Audience: Project Managers PDUs: 7 Prerequisites: CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers or equivalent</p>
WORKSHOP DESCRIPTION	<p>This workshop offers Project Managers the tools and skills they need to be effective change leaders. Project Managers will learn how to re-direct and coach team members when changes to project priorities, specifications, timelines, and/or resources occur. The workshop provides a model for thinking strategically and tactically about change and its implications, as well as equipping PMs to handle the “human side” of changes in a project environment. This workshop complements project management training offerings that focus on technical change management processes (e.g. scope change approaches, customer spec changes, etc.)</p> <p>Note that this workshop incorporates some of the material in Working Through Change (for Team Members) to ensure that PMs utilize the same framework as the people they lead.</p>
GOALS	<ul style="list-style-type: none">• Develop self-awareness and be able to re-direct yourself and others as needed during project changes• Acquire skills and tools to diagnose change responses in your team, provide clear communication, and keep the team on track and productive during project changes
OBJECTIVES	<p>Each attendee will:</p> <ul style="list-style-type: none">• Recognize the critical importance of modeling adaptability and flexibility when key aspects of a project change.

- Be able to define and communicate the context for project changes by learning how to:
 - Translate the sources and rationale for the change to project team members (“Why is this change happening? Why is it important to the end-user and our organization? What does it mean to this team?”)
 - Conduct stakeholder analysis and take the right actions for each group affected by the change (those who implement, influence, or have/need information)

- Gain practices to ensure optimal individual and project team performance during change by learning how to:
 - Work through emotions with team members especially when a project is de-commissioned before completion
 - Leverage the team’s “creative zone” during a specific project change
 - Be a change coach by using coaching skills and tools to diagnose and address change responses in individual project team members
 - Provide targeted information and communication to team members to keep them focused on the right project tasks and deliverables
 - Use a tool to drive project team member engagement during change

- Select a personal development action he/she can take to become a more effective project change leader.