

Project Teams

Topic-Level Outline

Days: 1

Prerequisites: None

Unit 1: Projects and project teams

Topic A: Project fundamentals

Topic B: Project teams

Unit 2: Creating a project team

Topic A: Characteristics of a project team

Topic B: Individual responsibilities

Unit 3: Conducting team meetings

Topic A: Team meetings

Topic B: Introductory meetings

Topic C: Pitfalls to successful meetings

Unit 4: Communicating in a project team

Topic A: Listening skills

Topic B: Verbal communications

Topic C: Feedback

Unit 5: Decision-making in a project team

Topic A: Methods of decision-making

Topic B: Conflicts and consensus

Unit 6: Preparing teams for project work

Topic A: Empowerment and motivation

Topic B: Change management

Topic C: Existing project team improvement