



THE UNIVERSITY OF
SYDNEY

**Project
Management
Course: Team
Leadership and
Stakeholder
Engagement and
Influence**

*Centre for
Continuing Education*



Project Management Course: Team Leadership and Stakeholder Engagement and Influence



This course covers critical interpersonal skills for project managers, with a focus on building and leading high-performing teams, managing people, and engaging and influencing stakeholders to successfully deliver project outcomes. You will also learn the fundamentals of project management.

Prerequisites

None

Intended audience

This course is for professionals involved in planning, coordinating or delivering projects and business improvement initiatives in their organisation. It applies across structured and fast-moving project environments, including engineering, construction, health, education, government, commercial and non-profit sectors.

- Project managers looking to improve planning, delivery and oversight
- ‘Accidental’ project managers managing projects without formal training
- Team leaders, supervisors and business leaders responsible for project outcomes
- Project coordinators, business analysts and subject matter experts
- Change leaders, managers and support staff involved in organisational initiatives
- Anyone working on projects who wants to better manage timelines, stakeholders and priorities



Course duration

2 sessions, 16 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

[This course](#) is available for group bookings only.



Upon completion

Every participant receives a University of Sydney statement of completion.



Outcomes

By the end of this course, you should be able to:

- manage a simple project using a structured approach
- manage a simple project using a structured approach
- apply key project planning activities including scheduling, budgeting, and managing risk
- monitor and control a project at a high-level including reporting progress and managing change in a controlled manner
- close a project including conducting a post-implementation review
- build a project team
- empower individuals and teams to get the best results including creating an environment for psychological safety
- apply different leadership styles to suit different project phases and contexts
- develop communication, facilitation and negotiation skills to more effectively engage with people
- develop an awareness of psychological models and EQ Frameworks for consideration in future professional development.





Content

Module 1: Introduction to project management

Initiating a project

- Preparing the project charter
- Identifying stakeholders

Planning a project

- Identifying project scope
- Creating a Work Breakdown Structure (WBS)
- Developing a project schedule
- Defining a project budget
- Planning stakeholder engagement and communication
- Identifying, recording and evaluating risks

Monitoring and controlling a project

- Executing a project from start to finish
- Reporting on project progress
- Completing a change request for approval

Closing a project

- Conducting customer handover
- Conducting a post-implementation review

Even more

- Simple tools and templates that can be used on your project straight away
- Exploring advanced tools beyond the course
- Content aligned to the latest project management theory including PMBOK Edition 8, and Artificial Intelligence (AI)

Module 2: Forming and leading teams

Forming and leading teams

- Team roles that may exist on your projects
- Building high-performing teams
- Adaptive leadership approaches
- Motivating the team
- Embracing diversity on projects

Leading others

- Personality traits, learning styles and leadership styles
- Adaptive approaches for effective stakeholder engagement
- International standards for leadership and emotional intelligence

Managing relationships

- Stakeholder analysis techniques, including network thinking, stakeholder dynamics and relationships
- Tailoring communications for audience and purpose
- Facilitation techniques for running effective meetings and workshops
- Negotiation techniques and conflict resolution



“One of the best training courses I have ever participated in. Excellent mix of practical tools, soft skills learnings and putting structure around some things we already do unconsciously.”

Rachel Hopkins



Delivery style

This course focuses on experiential learning. Content is broken into 10-15 minute blocks and immediately followed by group activities where the theory is put into action.

A range of interactive methods will be used including:

- storytelling and the use of professional examples to exhibit concepts
- self-reflection and group discussions
- case studies where the concepts are actively applied
- individual and team activities and presentations
- suggested readings for after training.

Materials

You will receive:

- online course materials with case study activities
- an online project management toolkit with templates

What you need to do before the course

Please complete the Communication and Learning Styles Questionnaire using the PDF document below. The results from this questionnaire are important to parts of the course and must be completed prior to completion of the Forming and leading teams component of this course.

[Communication and Learning Styles Questionnaire](#)

Please bring your laptop to class to access the course learning materials.



Organisational training and development

This course can be delivered as a private session for groups of six or more, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

Centre for Continuing Education
+61 2 7255 1577

cce.sydney.edu.au

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