



VITAL LEARNING™

# LEADING SUCCESSFUL PROJECTS®

You're expected to manage multiple teams on important and highly visible projects. You must focus on



Management is no longer about “sweating the small stuff” because most of the small stuff is no longer the team leader or manager’s responsibility. Those day-to-day tasks have been replaced with project work that takes weeks or months to complete. Today’s managers lead and are apart of projects teams responsible for projects that pose a direct, significant impact on the bottom line.

Unfortunately, many managers are unprepared to lead project teams. As a result, deadlines, budgets and deliverables are all at risk.

## SUCCESSFUL PROJECTS BRING SUCCESS

A team leader or manager’s ability to direct projects and participate on a project team can directly affect business results. Project management is a skill set that any leader can acquire with training that effectively addresses the overall processes required for project success.

The Vital Learning Leading Successful Projects® program equips leaders with the structure, process and tolls necessary for successful project management. The program identifies the critical phases that every project must go through. It examines each phase and the questions that must be answered to ensure control of the project and the project’s progress.

Leading Successful Projects enables leaders to identify and work with the key variables that affect how projects are defined, planned

and implemented. The program also focuses on the interpersonal skills leaders must possess and use to win and maintain the project team’s commitment, enthusiasm and support. This seminar is divided into four modules that teach participants the following:

- Getting started with a new project*
- Preparing*
- Building an action plan*
- Executing and closing*

Throughout the seminar, managers review case studies, participate in group discussions, practice new skills, and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.





## ESSENTIAL COURSE MATERIALS

Leading Successful Projects is available in classroom format to accommodate any organization or type of business. Each seminar includes the following course materials:

### Facilitator Guide

- Provides complete instructions about how to conduct the seminar
- Supplies explanatory information for the trainer, sample trainer narrative and facilitation notes
- Includes the facilitator resource CD-ROM, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

### Participant Workbook

- Provides exercises, forms and skill practice aids
- Offers a job aids section with tools and resources for applying seminar skills
- Includes a Memory Jogger Card™, which gives participants a handy reminder of the seminar's skill points

## ABOUT VITAL LEARNING

Vital Learning's training seminars teach managers, supervisors and team leaders in any industry to use basic human relations skills to motivate and lead their employees with finesse and respect. By improving team leader-team member relations, organizations can improve productivity, enhance employee motivation and retention, and develop employee work habits and potential. Vital Learning's seminars are available as classroom sessions, online sessions, or a combination of classroom and online sessions.

Based in Omaha, Neb., Vital Learning provides seminars based on McGraw-Hill Training Systems, which Vital Learning acquired in 1989. Throughout the past two decades, Vital Learning has worked with industry experts to enhance and develop its training seminars, bringing an industry-leading product to the marketplace. Let us show you what our products can do for your organization.

*Leading Successful Projects and the Memory Jogger card are registered trademarks of Vital Learning.*

## BENEFITS OF LEADING SUCCESSFUL PROJECTS®

This seminar is available in classroom format.

Program is designed for six to 18 participants to complete in two days (16 hours).

Seminar participants receive hands-on experience practicing the program's skills and methods.

Participants learn to understand the four phases that every project goes through.

Participants learn to assess the probable effect of a project on business goals.

Participants learn to determine the roles, tasks and activities necessary for project completion.

Participants learn to ask the right questions during each phase.

Participants use a clear system to track project progress and update stakeholders.

Participants motivate team members to maintain their commitment to and support for the project.



### FOR PURCHASING INFORMATION

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