

# Ron Rosenhead

Helping you deliver on time, on budget and with the right results!



## Project and Programme Management - *Soft Skills* Training

We run a wide range of traditional project management events (see list at the end of this document). However, project managers and project team members need a really wide set of skills. They need to be able to deal with project team members, sponsors, stakeholders, contractors, suppliers, project board members as well as customers.

For this reason, we have developed a wide range of personal skills programmes. They are all designed to help project staff deliver projects more effectively. The following list gives an indication of the skills events we can deliver for you and your staff. Call us to find out more on 020 8446 7766 or [click here](#) for more information:

1. **Influencing skills;** all project staff need to be able to influence effectively. This can be one to one or one to a particular group of staff. We will run a practical event to develop your skills in this area.
2. **Presentation skills;** do you need to convince a group of senior managers or key stakeholder with your next presentation? Have you got that real worried feeling in your stomach? You need some presentation skills training. We can support you one to one or run a session for a small group of staff.
3. **Chairing and running meetings;** all projects at one stage or another involve some meetings. Just how well are they organised and chaired. We can show you the way on one of our meetings programmes.
4. **Train the trainer;** do you want to deliver your own project management training? We can help you with Train the Trainer session where you build up your skills and your confidence in delivering training.
5. **Writing skills;** maybe you need to write a report or a series of letters or emails to stakeholders explaining why you cannot.....but, the pen simply hovers over the paper or your fingers dance over the keyboard without actually pressing anything. Why not develop your writing skills with our effective writing workshop?
6. **Interpersonal skills;** these two words are critical to those involved in projects. How well do we listen, what sort of questions do we ask of our clients or stakeholders, how do we come across? All of these and more will be answered in our practical interpersonal skills session
7. **Communication skills;** research from Project Agency shows 67% of people questioned were unhappy about the quality of communications within projects. This event will help you look at the key skills needed; giving and receiving feedback on your communication skills and you will have a good time as well!

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[www.ronrosenhead.co.uk](http://www.ronrosenhead.co.uk) or [www.projectagency.co.uk](http://www.projectagency.co.uk)

8. **Coaching skills;** it is the managers role to coach their staff and in the project world this is really important. This event looks at how you can coach others, the opportunities to do this and the key skills. There will be lots of activities and feedback on how you are doing.
9. **Leadership skills;** there has probably been more written about leadership skills than any other topic. When a person manages a project and a team they are leading others. This workshop will explore the key skills needed, motivation of your team members (even those you do not have a line management responsibility for), setting an example. It is a practical event where you will use activities to develop your skills
10. **Team management skills –** project managers often lead teams of staff. Part of the problem is that the team is made up of people who they do not manage day to day. Plus, they are building a team from scratch. This module helps project managers think through what is needed to develop their project teams.

This is a sample list. The actual list is extensive and we can combine various modules to meet your needs. Do get in touch by calling 020 8446 7766 or [by clicking here](#)

**We also run a wide range of project management events. This list is indicative of what we can deliver for you**

- ***One day overview sessions*** - for those new to project management
- ***PRINCE2*** - a 5 day certificated events you can take the 3 day option which is also certificated
- a 2 day tried and tested events such as ***The Perfect Project***
- ***Briefing sessions*** for project sponsors or project board members
- ***Advanced project management skills*** sessions
- ***Coaching sessions*** - helping a project managers to deliver their project on time, to budget, with the right results
- ***Benefits realisation workshop*** - a workshop with practical tools for managing the realisation of Project and Programme benefits
- ***Programme management*** - overview sessions as well as certificated programmes
- ***Project management facilitation workshops*** - we can run start up workshops, scoping sessions or work with a project team who need some support

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