

## **PROJECT TEAMS**

**DAYS OF TRAINING:** 1

**PREREQUISITES:** None

### **PROJECTS AND PROJECT TEAMS**

Project fundamentals

Project teams

### **CREATING A PROJECT TEAM**

Characteristics of a project team

Individual responsibilities

### **CONDUCTING TEAM MEETINGS**

Team meetings

Introductory meetings

Pitfalls to successful meetings

### **COMMUNICATING IN A PROJECT TEAM**

Listening skills

Verbal communications

Feedback

### **DECISION-MAKING IN A PROJECT TEAM**

Methods of decision-making

Conflicts and consensus

### **PREPARING TEAMS FOR PROJECT WORK**

Empowerment and motivation

Change management

Existing project team improvement