# Improving Your Project Management Skills: The Basics for Success Training

BILGINÇ
IT Academy
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Duration: **3 Day**

## Overview

Execute critical priorities with laser-like focus and careful planning

End self-defeating behavior and gain the necessary security you need to change

Develop strong relationships based on mutual trust

Be prepared to deal with difficult circumstances before they happen

Know how to increase team engagement, morale, and collaboration

Apply a framework for developing core values and creating a highly effective culture

Recognize how to develop high-potential leaders who model competence and character

## Prerequisites

There are no prerequisites for this course.

## Who Should Attend

Individuals who are new to project management, “accidental” project managers (professionals for whom PM is a secondary part of their jobs), business analysts, subject-matter experts from any field who contribute to projects, managers responsible for projects and experienced project managers looking to review current tools, techniques, and processes.

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## What You Will Learn

PARADIGMS AND PRINCIPLES OF PERSONAL EFFECTIVENESS:

Assess paradigms and align to principles of personal effectiveness

HABIT 1: BE PROACTIVE®

Assume responsibility, focus and act on what can be controlled and influenced, instead of what can't

HABIT 2: BEGIN WITH THE END IN MIND®

Define clear measures of success and a plan to achieve them

HABIT 3: PUT FIRST THINGS FIRST®

Prioritize and achieve your most important goals, instead of constantly reacting to urgencies

HABIT 4: THINK WIN-WIN®

Collaborate more effectively with others by building high-trust relationships of mutual benefit

HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD®

Influence others by developing a deep understanding of their needs and perspectives

HABIT 6: SYNERGIZE®

Develop innovative solutions that leverage diversity and satisfy all key stakeholders

HABIT 7: SHARPEN THE SAW®

Increase motivation, energy, and work/life balance by making time for renewing activities

## Outline

Paradigms and Principles of Effectiveness

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Identify the Key Principles of Effectiveness in Which the 7 Habits Are Rooted

Assess Your Paradigms, and Adopt Paradigms of Effectiveness

Identify Areas of Your Work and Personal Lives in Which You Can Apply the 7 Habits

Habit 1: Be Proactive®

Take the Initiative to Focus on Things You Can Influence, Instead of Focusing on Things You Cannot

Respond Proactively

Be Responsible and Accountable

Identify Things That Can Be Controlled and Influenced

Have a Positive Influence on Results, Their Environment, and Others

Habit 2: Begin with the End in Mind®

Define Clear Measures of Success and a Plan to Achieve Them

Define Vision and Values

Create a Mission Statement

Set Measurable Team and Personal Goals

Start Projects Successfully

Align Goals to Priorities

Focus on Desired Outcomes

Habit 3: Put First Things First®

Prioritize and Achieve Your Most Important Goals, Instead of Constantly Reacting to Urgencies

Balance Key Priorities

Eliminate Low Priorities and Time-Wasters

Execute Strategy

Use Planning Tools Effectively

Use Effective Time-Management Skills

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Private Victory® to Public Victory®

Build Trust in Key Relationships

Build an Emotional Bank Account with Others

Habit 4: Think Win-Win®

Collaborate More Effectively By Building Relationships of Mutual Benefit

Build High-Trust Relationships

Build Effective Teams

Identify Wins for All Parties and Create Effective Collaboration

Build Productive Business Relationships

Strategize to the Long Term

Habit 5: Seek First to Understand, Then to Be Understood® (Part 1)

Influence Others By Developing a Deep Understanding of Their Needs and Perspectives

Apply Effective Listening Skills

Deeply and Accurately Understand Others

Apply Effective Interpersonal Communication Skills

Habit 5: Seek First to Understand, Then to Be Understood® (Part 2)

Overcome Communication Pitfalls

Communicate Viewpoints Effectively

Give and Receive Input and Feedback Productively

Apply Effective Communication Skills to the Digital World

Habit 6: Synergize®

Develop Innovative Solutions That Leverage Diversity and Satisfy All Key Stakeholders

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Apply Effective Problem Solving

Apply Collaborative Decision Making

Collaborate Creatively to Identify Innovative and Effective Solutions

Embrace and Leverage Innovation

Habit 7: Sharpen the Saw®

Build Motivation, Energy and Work Life Balance By Making Time for Renewal Activities

Achieve Life Balance

Integrate Continuous Improvement and Learning into Your Life

Build Capacity to Practice the 7 Habits

Living the 7 Habits

Identify the Principles, Skills and Tools of Effectiveness

Apply the Work Session Skills and Tools to Your Life After the Work Session