Course : Leading IT project meetings

role-playing workshops
Practical course - 2d - 14h00 - Ref. NIP
Price : 1370 € E.T.

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This course aims to provide answers to questions such as how to take on the role of project manager at the kick-off meeting, how to manage the project, and what to do at the closing meeting, with an emphasis on hands-on experience.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the benefits and objectives of each type of IS project meeting
- ✓ Control the organization: agenda, participants, type of meeting, duration, resources
- ✓ Learn how to handle difficult situations or participants

Intended audience
IT project managers, user project managers, project managers, anyone involved in IS project meetings

Prerequisites
No special knowledge required.

Practical details

Case study
Case studies in the form of playful workshops where everyone plays a role in each of the meetings presented.

Teaching methods
Participation active. Mises en situation en groupe. Différentes modalités de réunions sont jouées : présentielles, audios, visios.

Course schedule

PARTICIPANTS
IT project managers, user project managers, project managers, anyone involved in IS project meetings

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Positioning project meetings within projects

- Identify the different types of project meetings.
- Identify objectives and participants.
- Define the expectations or objectives of the meeting.

Role-playing
Presentation meeting: summarize and present a topic.

2 Leading project meetings and managing behaviors

- Regulate participants: the passive, the intrusive...
- Identify and manage group phenomena.
- Getting people from different hierarchical levels to work together.
- From facilitator to content producer.
- Stimulate or calm debates.
- Respect the objectives and duration of meetings.
- The action plan.

Exercise
Adapt to different participants. Identify the facilitator's levers for achieving objectives.

3 The kick-off meeting

- Challenges, objectives, macro-planning, management plan.
- Preparation: topics covered, estimated duration.
- Synthesis: discussion and conclusion.

Role-playing
Prepare a kick-off meeting as a group. Outline the agenda, timing and action plan.

4 The project committee (COPROJ)

- Gathering information, moving forward, remains to be done.
- Cultivate the duty to warn and advise.
- Action plan by next committee.

Role-playing
Prepare and run an audio conference progress meeting. Synthesize information in minutes.

5 The business meeting

- Focus the team on finding solutions.
- Clearly state the problem.
- Stimulate ideas.

Role-playing
Conduct a work meeting via videoconferencing. Debriefing on what has been learned and what can be improved.

⑥ Steering committee (COPIL)

- Tailor presentations to aid decision-making.
- Gain the support of decision-makers.

Role-playing

Particularities of a face-to-face steering meeting.

⑦ The closing meeting

- Identify the different types of closure: phase, project.
- Make the most of our findings.
- Feedback.

Role-playing

Preparing and running a closing meeting. Highlight project results.

⑧ Summary

- Points to remember.
- Personal action plan.
- Available tools and resources.
- Practical information sheets.