

# Course : Collaborator/Project Manager: participating effectively in projects

Practical course - 2d - 14h00 - Ref. CBA

Price : 1550 CHF E.T.

★★★★☆ 4,6 / 5

BEST

To contribute effectively to a project, you need to understand the process and clearly identify the role of each player. This training course will help you position yourself within the project team and manage the delicate balance between day-to-day activity and individual contribution to the project.

## Teaching objectives

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

- ✓ Understanding the project approach
- ✓ Identify the roles of the various project stakeholders
- ✓ Define your own position in the project
- ✓ Balancing project contribution and business activity
- ✓ Communicating with project team members

## Intended audience

All project contributors (experts, support staff, managers...) and all managers who want to understand project mode and manage their staff involved in projects.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Alternating methodological inputs and practical exercises. Role-playing using the game "collaborate on a building construction project".

### Teaching methods

Active and participative.

## Course schedule

### PARTICIPANTS

All project contributors (experts, support staff, managers...) and all managers who want to understand project mode and manage their staff involved in projects.

### 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 What is a project? Project constraints

- Project mode objectives.
- What a project is not, and the limits of project mode.
- The three constraints of a project, the diabolical triangle.

### Group discussion

Sharing experiences and difficulties encountered.

## 2 The project approach

- Project phases, stages and deliverables.
- From expression of need to solution implementation, step-by-step: project scoping, definition of requirements...
- Traps to avoid at every stage.

### Case study

Participate in an expression of needs.

## 3 Project contributors and their roles

- The roles of the different players at each stage of the project.
- The project manager: activities and responsibilities.
- the "comitology" of a project.
- Matrix organization versus hierarchical organization: what are the difficulties?

## 4 My position in the project

- Identify my position in the project team.
- Define my mission and calibrate my attitude in relation to other project members.
- Understand my role vis-à-vis the project manager: expertise, planning, budgeting, progress meetings.
- Managing the delicate dilemma of project contribution and business activities.
- Better organize my time to participate effectively in the project.

### Case study

Plan your project tasks while organizing your day-to-day life, and communicate your progress to the project manager.

## 5 Working as part of a project team

- Life "on board the project": a nightmare or a human adventure?
- The human qualities essential to project mode.
- Relationship management: collaboration, conflict avoidance, stress management.
- The benefits of a project experience, return on "[[personal investment]]".

### Role-playing

Control communication to avoid conflict.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 6 Contributor's memo

- Traps to avoid.
- Postures to encourage.

### Role-playing

Building a building: this team game lets players simulate their roles as contributors to the project.

## Dates and locations

### REMOTE CLASS

2026 : 18 May, 1 Oct., 10 Dec.