Course : Project management: best practices

Practical course - 3d - 21h00 - Ref. GGA
Price : 2110 CHF E.T.

This training course is made up of 2 modules (GG1: 2 days and GG2: 1 day), spaced out by an intersessional period allowing participants to experience, in situ, the best practices of project management and project manager leadership techniques. By the end of the course, you'll be able to handle all the specific aspects of your project management role.

Teaching objectives

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

- Defining project content
- Evaluating expenses
- Organizing the project schedule
- Managing project risks
- Building the project communication plan
- Project communication
- Manage the project team
- Using leadership techniques

Intended audience

Project managers, project managers, project managers taking up new positions or wishing to validate their practices

Prerequisites

No

Practical details

Hands-on work

Workshops to apply methods and techniques to real-life projects. Creation of a project management toolbox (Template, matrices, etc.). Role-playing exercises to experiment with communication approaches adapted to project mode.

Teaching methods

Alternating theory/practice with application to the context and experiences of the participants, and feedback on scenariosModule1: Development of an individual action plan for the intersession period. Module2: REX at the beginning and collective construction of best practices at the end.

Composition de la formation

Project management: best practices - module 1

Ref. GG1 - 2 days ⭐ 5 / 5

Project management: best practices - module 2

Ref. GG2 - 1 day ⭐ 5 / 5

Course schedule

1 Integrate basic project management concepts

- Identify project components, types and stakeholders
- Define the notions of project life cycle and project product

Group discussion
Define a project and project management. Identify stakeholders in a project context. Fun exercise: How to make a project fail?returnchariot

2 Defining project content

- Differentiating between need and solution
- Expressing needs: specifications
- Prioritize needs: fundamental, important, desirable functions

Hands-on work
Case study of a product design project: Identify the right levers for a productive/relevant expression of need. Prioritize needs according to context and project objectives. Make decisions within time and cost limits.

3 Organizing the project team

- Define your positioning: project leader, project team leader, manager
- Understanding the different types of management
- Understand the characteristics of a project team and its dynamics

Hands-on work
Workshop based on a specific project context: map the skills and resources required for the project. Negotiate resources with management and subcontractors.

4 Managing project risks

- Identifying risks: qualitative and quantitative analysis
- Planning risk response
- Finding the cause of risks
- Monitoring and controlling risks

Hands-on work

Workshop based on a project context: identification of risk and actions to be taken.

5 Manage project deadlines, costs and profitability

- Estimate durations and loads to assess human stakes
- Use compression techniques to plan and level resources
- Budget preparation and monitoring

Hands-on work

Workshop based on a project context: sequencing activities using the schedule. Estimate project costs. Draw up the monitoring dashboard: project monitoring indicators, costs, deadlines, deliverables and risks.returnchariot

6 Collaborate hierarchically and functionally within the project

- Mapping the various contributors to a project: roles, responsibilities, objectives
- Identify project communication rules and tools
- Choosing communication targets
- Structuring the project communication plan
- Disseminate and update information

Hands-on work

Workshop based on a specific project context: identify the relevant tools and channels for project communication. Build a project communication charter with the team.

7 Manage the project team in a climate of cooperation

- Ensure a shared vision of the work to be done
- Involve the team in the life, planning and follow-up of the project
- Schedule meetings: team meetings, project progress meetings...
- Organizing information sharing
- Incorporate comments and suggestions to maintain motivation

Hands-on work

Project meeting scenarios: communicating the project objective. Define team operating rules. Involve the team in task planning.returnchariot Inter-session action plan: two priority actions and the steps to be taken to implement them.returnchariot

8 Managing and supporting project change

- Feedback from the intersession (REX)
- Assess the changes involved in the project
- Building the change plan
- Implement the support plan

Hands-on work

Workshop based on a project context: Identify the stages of change and their impact on the employees concerned. Communicating with stakeholders.

9 Adopt project-leader behaviors

- Understanding the challenges of project leadership
- Differentiating between management and leadership
- Assertive communication
- Practicing feedback
- Promoting dialogue within a team
- Defusing tense situations

Hands-on work

Role-playing in different types of meetings or interviews: Giving constructive criticism to an employee. Congratulate your team. Collectively resolve a project incident. Closing: Collectively build "best practices", techniques and interpersonal skills for project management.

Dates and locations

REMOTE CLASS
2026 : 3 June, 10 Sep., 12 Nov.