

# Course : Leading IT project meetings

**role-playing workshops**

**Practical course - 2d - 14h00 - Ref. NIP**

**Price : 1610 CHF 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 : présentiels, 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.

### 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 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.