

Project Teams and Teamwork; 10 PDUs, 10 Hours

Course Description:

The Project Teams & Teamwork on-line course provides insight into the dynamics of teams in a project environment and suggests tools and techniques to heighten team performance.

Learn at your own pace with access to on-line course topics including:

- Understanding the Value of Teamwork in Project Management
- How to Recognize and Cultivate Constructive Team Behaviors
- Creating a Team Identity that Includes a Culture of Accountability and Trust
- Avoiding Common Pitfalls and Developing a High-Performing Team

The course consists of five lesson lectures on Project Teams and Teamwork (including audio and visual course materials). Lesson examples, quizzes and multiple choice questions are used to reinforce each lesson's key learning objectives. Completion of this course will earn 10 PDU's towards your PMI® Continuing Certification Requirements (CCR's).

Course Lesson Structure:

Lesson One: Introduction

(Approximate student effort: 2 hours)

- Course Purpose & Key Learning Objectives
- Course Lesson Overview
 - Project teams and teamwork topics covered during course
- Project Teamwork Introduction
 - Differentiate groups vs. teams
 - Trends in project teamwork
 - The value of teamwork in Project Management
- Project Human Resource Management processes within the *PMBOK® Guide*
- Lesson questions {True/false, fill-in the blank quizzes & / or multiple choice}

Lesson Two: Organisations, Teams and Influencers

(Approximate student effort: 2 hours)

- Lesson's Key Learning Objectives
- Organisational Influences on Project Teams
- Team Behaviors
 - How to recognize and cultivate constructive team behaviors
 - Mutual Trust, Accountability, Learning
 - How to recognize and address destructive behaviors
 - Understanding and managing difficult people
 - Applying motivational theories in a project team environment
- Motives Goals and Project Activities
 - Creating a team identity & purpose
- Lesson questions {True/false, fill-in the blank quizzes & / or multiple choice}

Lesson Three: Effective Team Communications

(Approximate student effort: 2 hours)

- Lesson's Key Learning Objectives
- Team Communications
 - Understanding the communication process
 - Effective team communication techniques
- Organising and Facilitating Effective Team Meetings
 - Inviting team participation
 - Teams and decision making
- Active listening and developing rapport
- Project Communications Management processes within the *PMBOK® Guide*
- Lesson questions {True/false, fill-in the blank quizzes & / or multiple choice}

Lesson Four: Project Team Development

(Approximate student effort: 2 hours)

- Lesson's Key Learning Objectives
- Five Stages of Team Development
 - Avoiding common pitfalls
- Managing Conflict
 - Differentiating constructive and destructive conflict
 - Understanding the nature of conflict
 - Conflict-handling modes
- Building a Cohesive Team Culture
 - Impact of culture on team development
 - Team member personalities
 - Recognizing & delivering training
- Lesson questions {True/false, fill-in the blank quizzes & / or multiple choice}

Lesson Five: Managing Team Performance

(Approximate student effort: 2 hours)

- Lesson's Key Learning Objectives
- Leadership in a Team Environment
 - Leadership strategies and styles
 - Personal power & influence
 - Developing Negotiating Skills
- Teams and Decision Making
- Measuring Performance
 - Methods for tracking performance
 - Using a team scorecard approach
 - Rewards and recognition
- Building Team Performance
- Review and discussion of current article(s)
 - Virtual Teams
 - Personal Power
- Lesson questions {True/false, fill-in the blank quizzes & / or multiple choice}
- Course Summary:
 - Summary of Course's Key Learning Objectives

Course Completion Feedback Survey

Who should take this course:

Any individual motivated to learn more about Project Teams and Teamwork practices and earn PDU's towards your PMI® Continuing Certification Requirements (CCR's).

Assumptions:

Students have an active PMI® credential and an understanding of the contents of the *PMBOK Guide*® and are motivated to learn more about Project Teams and Teamwork.

General:

The course has been developed in a format appropriate for participants to earn 10 PDUs. All coursework is to be completed 100% online within a one-month period and does not require any instructor-specific interaction. This and other PDU online courses are appropriate for students seeking to earn Professional Development Units (PDUs) to support on-going Continuing Certification Requirements (CCRs) in an online self-paced format. This course stands on its own as a unique learning experience AND it can be combined together with the other PDU online courses, to form a comprehensive Project Management Performance Professional Development Program worth a total of 60 PDUs.