

Workshops on The Development of Team and Leadership Skills and Project Management

Friday May 11, 2001
Delta Chelsea Hotel
Toronto, Ontario
1 pm - 5 pm
Cost: \$30.00 (per course)

Team and Leadership Skills

Workshop objectives include the following:

Brainstorming , Developing a priority list, Getting consensus, Actuating,
Developing group skills, Active listening, Selling ideas, Motivating, Team-
building, Negotiating commitment, Overcoming resistance, Making things
happen,

The workshop will be organized according to the following outline, more or less, depending on time constraints.

1. Introductions
2. Holistic communications: introduction
3. Barriers to communications
4. Brainstorming
5. Personal interactive skills: Myers-Briggs type personality indicators
6. Introduction to group skills (using MBTI as a basis)
Sample case drawn from industry settings
7. Oral communications: barriers, categories and language
8. Sample cases (some incorporating MBTI as well)
9. Persuasion: the Communication Process
10. Negotiating skills and conflict management: conflict management styles
11. Case studies drawn from industrial settings
12. Meetings: types, purposes, some hints
13. Wrap-up and evaluation

IEEE Workshop on Project Management

This workshop is for engineers, technical leads, project leaders, and functional managers who want to use some of the fundamentals of project management to help themselves and their group's endeavors. Participants will learn basic project management techniques - including determining requirements, cost management, creating the work breakdown structure and the schedule, managing teams and meetings, and most importantly how to apply these techniques without excessive paperwork or overhead.