

Lead project meetings

**MPGP-9** 2 Days (14 Hours)

Description

Training in leading meetings in projects makes it possible to: improve the efficiency of project team regrouping times (meeting, review, brainstorming, crisis, etc.); to build the commitment of project stakeholders and maintain it throughout the duration until closure; and produce decisions understood and accepted by all relevant stakeholders. Good meeting management is a differentiating factor for project productivity. The ultimate benefit is the achievement of objectives on time, which is guaranteed by a united team, which moves in the same direction and which has decisions at the right time. PMBOK, PMP, PgMP, PMI-SP, PMI-RMP and the PMI Registered Education Provider logo are registered trademarks of the Project Management Institute, Inc.

Who is this training for ?

For whom

Project leader, manager and project manager. Project director and project manager. Project actor responsible for work packages or having to lead meetings.

Prerequisites

Aucune

Training objectives

- Prepare and organize project meetings.
- Adapt meeting management methods and tools to the different types of project meetings.
- Effectively lead a kick-off meeting, a progress meeting, a steering committee and a management meeting.

Training program

En amont du présentiel

- A video 'Leading project team meetings', a self-diagnosis.

Positionner les réunions d'un projet

- Identify the different types of meetings related to the progress of the project.

Réguler les comportements de l'équipe projet Réguler les passifs et les envahissants. Faire travailler ensemble des acteurs de métiers différents. Conduire les réunions de projet

- Encourage everyone's expression, respect the objectives and duration of meetings.
- Write minute reports and disseminate the decisions taken.

Zoom : 'réunion de lancement'

- Convey the vision to the team.
- Lead a team building.

Zoom : 'réunion de travail'

- Focus the team on finding a solution.
- Clearly state the problem, stimulate the search for ideas.

Zoom : 'comité de pilotage'

- Adapt presentations to support decision-making.
- Generate support from decision-makers.

Zoom : 'réunion de clôture'

- Identify the different types of closure: phase, project.
- Take advantage of the findings made.
- 0/ After the face-to-face, implementation in work situation An e-learning module to mobilize project stakeholders, advice and tips every week for weeks.
- To find out more about remote activities A video 'Leading project team meetings '.
- To practice on subjects covered in training: an e-learning module 'Project management: mobilizing stakeholders'.