



## You Will Learn To:

- Define characteristics of an effective leader.
- Explain the importance of effective leadership in a project.
- Assess effectiveness of leaders.
- Develop solutions to ineffective leadership situations.
- Critique and correct ineffective email communications.
- Develop a communication to summarize a problem and describe a solution.
- Resolve a conflict in a virtual setting.

## Soft Skills for Project Managers

This two-day advanced workshop teaches the effective project managers how to use their interpersonal skills to lead their teams to deliver results. By helping you improve the essential skills needed to be an effective project manager, you will learn how to improve your capabilities in communication, relationship management, conflict resolution, decision-making, and team motivation.

### Who Should Attend?

Do you have a solid understanding of project management, either through training or certification, but would like to learn how to improve communications, collaboration, and efficiency to your team? If so, then this course is for you.

### What Past Attendees Have Said...

*“As a project manager, I feel that I am constantly trying to improve the way I interact with team members, sponsors, and stakeholders. This course provided tried and true methods to manage the interpersonal relationships that will help me really “connect” with my team members.”*

### Our Instructors

This workshop is delivered by facilitators who are effective communicators and have experience in working with the diverse needs of adult learners. They are also expert project managers and share their real-world experiences throughout the course.

### Duration and Format

This instructor-led course can be completed in two days or spread across several days, depending upon your organization’s needs. Participants will participate in group discussions, small group activities, and case study activities. The course can be customized to meet your specific needs.

### How to Register

To offer the course for your organization, contact us at 630-372-0222 or [info@ireetec.com](mailto:info@ireetec.com).