



## Hand in Hand Skills: Project Management and Team Facilitation

### **Instructor:**

**Jo Anne Preston**, RWHC Workforce & Organizational Development Senior Manager

### **Target Audience:**

Healthcare Managers, both experienced and new in their role, and anyone who facilitates teams.

### **Program Description:**

Organizations regularly get projects completed through the work of teams. Facilitating or leading a project team is different than being an individual go-getter. It requires facilitation skills to leverage results from a diverse group of people and tools to move your project from idea to closure. This workshop combines key features of two previously separate workshops into one practical skill building session.

### **Do any of these sound familiar to you?**

- Meeting problems: no agenda, not on time, get off topic, bad behaviors!
- My teams start off with good enthusiasm, but often things break down, stall out, or morph into something completely unrecognizable
- It seems like I am the one doing most of the work between meetings
- When there is conflict on the team it just seems to pull the effort apart
- We just keep having the same conversation over and over
- Multiple projects are overwhelming
- It's unclear what exactly we are supposed to be doing (and why, and how, and for/with whom)
- It feels like we are never done with anything
- Unintended consequences arise, causing more problems than solutions

If so, you are not alone. Join us for a day of learning practical tools and techniques to increase your project team's success!

### **Program Objectives:**

#### **Participants will learn to:**

1. Define the unique roles of the team facilitator and project manager
2. Identify components of effective meeting management and practice implementing them (including communicating clearly, managing behaviors, making decisions, enhancing creativity)
3. Understand the stages of group development and how they impact team performance
4. Learn the project management life cycle and practice the basic tools needed for each step of the cycle