



CONNECT THE DOTS

Training & Consulting cc

This course is delivered online

MANAGEMENT II PROJECT MANAGEMENT




Your Lifelong Learning Partner



ENROLLMENTS

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"We Train Your Employees For Strategic Execution"



Think like a *Project Manager*, act like a **LEADER**

A dynamic and digital world needs agile, adaptable and forward-thinking Managers and Project Managers with strong leadership skills to grow people, business and move organizations into the future.

Connect The Dots Management II Project Management Course will give you the tools and techniques to manage projects, people and organizations in a succinct way.

This course is specifically designed for our online WhatsApp community of learners who have completed the Basic Project Management course and will develop their ongoing skills as Managers and Project Managers as they navigate the complexities of day-to-day operational and personal projects

What will I learn?

- By the end of the course, you will be able to:
- Demonstrate and explain leadership qualities to lead yourself, your work, your team within a matrix organisation.
- Identify 12 Driving Forces that impact on the way Managers lead with heightened levels of EQ.
- Communicate and negotiate with impact using world-class approaches and techniques.
- Demonstrate and understand key concepts of project and managerial finance.
- Handle project risks, motivate team members and monitor and control projects effectively.



WHO SHOULD ATTEND

- Managers and Project Managers wanting to advance their careers or make a change
- Employees identified for the management pipeline
- Managers, Forward thinkers and specialist (Finance etc.) of all levels wanting to improve their leadership and management skills
- Entrepreneurs, consultants, contractors, business owners etc.

Course Information

Duration: 8 weeks

HOW WILL I LEARN?

- **There is eight weeks of learning in total, including one week for orientation, pre-work and assessment profiling, one week for assessments.**
- Materials and learning aids
- Participants will receive all learning materials including pre and post work, assignments, assessments and portfolio's one day before the start of the relevant module, links etc. via email.
- Engagement with experts
- Facilitator engagement sessions will be held on a zoom platform. Your engagement will be in real-time chat sessions and webinars. These sessions will provide you with an opportunity to engage with the information presented by the facilitators.
- Chats, networking and support
- WhatsApp chats give you the opportunity to interact with your peers in real time and build valuable networks. A closed group will be formed with all participants from your session. Faculty facilitators will have access to this group to support you through your assignments and or pre-post work.
- Dynamic Coaching
- Scheduled online sessions will take place on WhatsApp and online from time to time to support you in applying and cementing skills learnt.
- Assessments, Assessments and Evaluations
- Assignments and assessments will be due one week after the final training session. This will allow you time to practice the concepts, skills and theory in your own work environment. Evaluations must be completed before the end of each training session and must be done online.
- Certificates

Certificates will be issued three weeks after successful completion of every module and upon submission of each module assessment / assignment





Delve Deeper into Motivators with **12 DRIVING FORCES**

*Motivators, defined by 12 Driving Forces, help you take control of your decisions, your life's direction, and your appreciation of others. They are the **WHY** behind your behavior and actions.*

COURSE BREAKDOWN

Module 1: Week 1 Orientation and Profile Assessment Debrief

- Onboarding of participants
 - Meeting and greeting with faculty facilitators / experts / technical support teams
 - Orientation to the online platform and how the course has been structured and how it works
 - Orientation on how to complete assessments and assignments
 - Online assessment profile completed
- 2-hour Assessment Profile debrief with Certified Expert Practitioner



What is a Driving Force?

The happiest, most productive and the most successful people in the world have one thing in common - they have discovered what motivates them and harnessed it to drive them forward each and every day.

When the work you do is aligned with your primary driving forces, you feel energized. Challenged. Motivated to do better each day. When working in jobs that don't match your primary driving force, the opposite happens: you feel disconnected and drained. Productivity plummets.

By discovering our primary driving force, we set ourselves up for reaching our full potential.

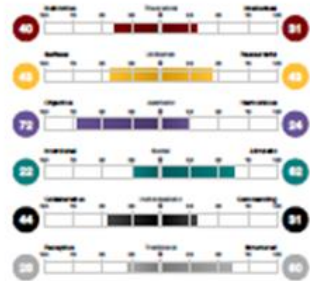
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A Research Foundation

For three decades, TTI Success Insights measured and assessed six common Motivators and examined the highs and lows of each of those. What the researchers found was that avoidance can be as strong as acceptance, so 12 profiles could be derived from the highs and lows of the 6 Motivators. As a result, the 12 Driving Forces were born, more precisely and accurately pinpointing the varying distinctions.



The 12 Driving Forces

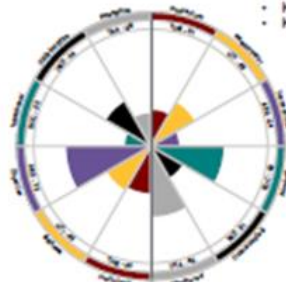
Our 12 Driving Forces, which we analyze in a hierarchy, are:

- Intellectual (High Theoretical)
- Irrestinctive (Low Theoretical)
- Altruistic (High Social)
- Intentional (Low Social)
- Commanding (High Individualistic)
- Collaborative (Low Individualistic)
- Structured (High Traditional)
- Receptive (Low Traditional)
- Resourceful (High Utilitarian)
- Selfless (Low Utilitarian)
- Harmonious (High Aesthetic)
- Objective (Low Aesthetic)

How They Connect to Work

Each driving force compels us to find satisfaction in our work and life in unique ways.

- The 12 Driving Forces reports can provide insight into:
- Potential Behavioral and Motivational Strengths
 - Potential Behavioral and Motivational Conflict
 - Ideal Working Environment
 - Keys to Motivating
 - Keys to Managing



Ready to start using the 12 Driving Forces within your organization?





Module 1: Week 2 Emotional Intelligence and Leadership

Aimed at supporting Managers and Project Managers transition into their role or who is already working in a Management role with core leadership and EQ skills to be able to manage SELF and OTHERS.

As such, it covers important aspects related SELF Assessments using a multi-science approach to identifying 12 Driving Forces that impact on the way Managers lead themselves, their work and their teams within a matrix organisation.

Each learner will receive a personal profile that is based on the outcome of their online assessment. Learners will be debriefed on their profile so that they successfully integrate their personal styles and behaviours to the concepts and themes covered in the training.

Emerging Themes:

1. Defining and understanding EQ, emotional competence and impact on leadership and motivation
2. How to use the EQ framework to assess your own emotional intelligence?
3. Building intelligent relationships, using EQ for managing conflict, team performance and managing generation or culture gaps

Recognising negative emotions & their negative impact

Module 2: Week 3-4 Communication and Negotiation

This module will enable leaders, Project Managers, Managers and anyone to communicate and negotiate with impact in order to effectively lead their teams. Understanding the art of communication and the communication process will develop the right skills for the leader.

Participants will gain the skills, tools, knowledge and confidence, to effectively communicate and negotiate by adopting world-class approaches when communicating and negotiating within groups, with customers, stakeholders etc in a highly impactful way.

These world class approaches will help build business relationships that could last for years.

Emerging Themes:

1. “No” to loosing
2. Alternatives to Negotiation
3. Negotiation structure
4. Driving negotiations through understanding what people want
5. Structuring Your Message

Reading communication and negotiation behaviours





Module 3: Week 5 Budget Management

This module is intended to equip Project Managers and Managers in all economic sectors. Typically Project Managers, second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them will learn and gain an appreciation for the difference between finance and accounting.

In addition, participants will learn how to:

- Understand financial relationships better
- Grasp in-depth knowledge of how to understand trends and ratios
- View past performance with an analytical mindset and learn how to recognize opportunities that allows them to plan for the future and learn how to measure financial performance using various techniques.

Emerging Themes:

1. Demonstrate an understanding of the key concepts of project and managerial finance
2. Interpret financial statements
3. Describe and prepare financial forecasts
4. Draft budgets according to the operational needs
5. Supervise the financial management of a project / unit against given requirements
6. Manage a profitable and ethical business

Module 4: Week 6-7 Project Management

This module is the next level up from the Basic Project Management course. At this level you will be taught how to handle project risks, motivate team members and communicate effectively.

This module will cover monitoring and control of project risks, designing a risk management plan, and conducting an audit. You will engage in discussions about good and poor management skills as well as performance evaluation skills.

Emerging Themes:

1. Quality Management Training
2. Quality Control and Assurance
3. Identifying and managing Risk
4. Analyzing response, control and risk

Wrap- up: Week 8 Assessments, Assignments and Evaluations

One week after completion of training

