

International VDI Workshop

Leading Projects successfully

Essential Leadership Skills for Project Managers



Key Topics:

- **Success Factors of a Project**
- **Essential Tasks in the Management of Projects and the associated Interaction with the Project Team, the Company and the Customer**
- **Team Development and Staff Motivation – What Options does a Project Leader have to maintain Motivation in the Project Team?**
- **Basic Principles of Communication with regard to Project Management**
- **Successful Project Marketing (internal and external)**

Dates and Venues

July 7 and 8, 2020
Munich

November 11 and 12, 2020
Berlin

Workshop Chair

Jennifer Böhnke,
Senior Consultant, Orbitak AG,
Bremen, Germany



General Information

Aims and Objectives

In this workshop, the focus is on the management of projects. In particular, this involves managing projects as well as team and staff management – one of the most relevant success factors with regard to the implementation of projects. Learn how to build powerful teams and to motivate staff. You will plan staff resources and structure the work packages. With regard to the management of projects, basic knowledge for modern project management will be conveyed. You will learn how to make project meetings efficient, manage conflicts and ensure communication with stakeholders. As a project manager, you will analyze the project risks and steer your project in a goal-oriented way.

After this workshop you will be able to use controlling tools and bring your projects to a successful conclusion. In addition, you will learn how to organize and manage your projects even more dynamically using agile techniques that are easy to integrate. Thus, managing, implementing and also controlling are elementary aspects of this workshop.

Target Group

- Project staff who will take over leading projects in the future
- Newly appointed project leaders
- Experienced project leaders who want to enhance or optimize their expertise
- Managers responsible in product, organizational or system development projects
- Project managers in technical and industrial projects

Workshop Documentation

Participants will receive a manual on-site as well as a VDI participation certificate.



Workshop Chair

Jennifer Böhnke, Senior Consultant, Orbitak AG, Bremen, Germany



Jennifer Böhnke is a Senior Consultant of Orbitak AG. She works on various projects especially in the field of automotive and other industries. She has got several years of practice and also leadership experience in various sectors and companies.

As a B. Sc. in Business Administration & Business Psychology she brings along a lot of know-how in the field of neurosciences as well as the fundamentals of human behavior and personality. In addition, she provides knowledge about topics such as: Leadership, personality development, agile working and change management in organizations.

Workshop Methods

- Concise trainer input
- Examples from participants' day-to-day experience – Bring your case study!
- Assigned tasks in small groups
- Easy to implement agile techniques
- Individual feedback provided by your instructor



[Learn more about our other workshops:](#)

Leadership: Mastering Influence

July 7 and 8, 2020, Frankfurt

October 27 and 28, 2020, Dusseldorf

Design Thinking Basic Training

July 21 and 22, 2020, Munich

November 17 and 18, 2020, Mannheim

Modern Leadership Competences

August 25 and 26, 2020, Freising near Munich

December 9 and 10, 2020, Hamburg

Workshop Content

1. Day 10:00 - 18:00

2. Day 08:30 - 15:30

The Project Manager's Role and Tasks

• **The Role:**

- Role of the project manager in projects
- Role conflicts and dealing with them
- Principles of effective management
- Using your own strengths in a targeted manner
- Leading without direct authority

++ Create your own Role and Competency Profile

• **The Tasks:**

- How do I set up the "right team"?
- Stages of team development
- Team strengthening measures
- Staff motivation in the context of personality: How do I motivate and reward correctly?
- Initiation and accompaniment of change processes

++ Definition and Description of your own Project Tasks

Managing Projects

- Getting the right projects right: Project assignment and project planning
- Kick-off meeting: Defining and communicating project goals
- The work breakdown structure as an elementary planning instrument
- Stakeholder analysis and active project marketing
- Planning resources efficiently

++ Work out a WBS based on your Case Study and prepare a Risk Analysis

Communicating efficiently and hosting efficient Meetings

- The basics of communications psychology
- Effective reporting
- Organizing and managing meetings efficiently
- Intercultural teams and virtual communication
- Receiving and giving feedback
- Lessons learned as project completion

++ Based on your Case Study, you will develop a Report Concept including a Meeting Structure

Dealing with Conflicts in Projects

- Conflict management: Dealing with the different interests of the project participants, unequal power relations and poorly-defined competencies
- Conflict levels: Conflict characteristics and their solutions

++ Checklists for Conflict Discussions and Hand-out for Conflict Resolutions

Leading Projects in a more agile Way

- Hybrid project management: Lead classic projects more dynamically through agile techniques
- Overview of easily integrated techniques: Kanban, stand-up meeting, time-boxing, retrospectives, etc.
- How do I integrate agile techniques into project management?
- Roles, values and competencies in agile project teams
- Self-management in agile teams

++ Self-Test: The agile Mindset



Five reasons why you should attend:

1. Improve your management style – Create your own role and competency profile
2. Learn how to set project goals correctly
3. Acquire essential tools and methods in planning and leading projects
4. Learn to integrate agile techniques for leading dynamic projects
5. Realize project management concepts successfully



You need help?
Please contact us!

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✓ Please register for (Price per Person plus VAT):

International VDI Workshop	
<input type="checkbox"/> July 7 and 8, 2020 Munich (085E104004)	<input type="checkbox"/> November 11 and 12, 2020 Berlin (085E104005)
EUR 1.790,-	EUR 1.790,-

www

Participation Fee VDI-Members **Save 50 € for each Workshop Day.** VDI membership no.* _____

* For the price category 2, please state your VDI membership number

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Workshop Venues:

Munich: NH München Messe, Eggenfeldener Str. 100, 81929 München, Phone: +49 89/99345-0, Email: nhmuenchenmesse@nh-hotels.com

Berlin: MERCURE Hotel MOA Berlin, Stephanstr. 41, 10559 Berlin, Phone: +49 30/394043-0, Email: ha0f7@accor.com
More Hotels close to the workshop venue may be found via our HRS service
www.vdi-wissensforum.de/hr

Services: The price includes beverages during breaks and lunch. The workshop documents will be handed out on-site.

Exclusive offer: All participants at this event are entitled to a free three-month trial VDI membership. (Offer applies exclusively to new members.)



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