

Essential People Skills for Project Managers

**Steven W. Flannes
Ginger Levin**



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Ginger Levin, Allen R. Green



Essential People Skills For Project Managers:

Essential People Skills for Project Managers Steven W. Flannes, Steven W. Flannes PhD, Ginger Levin, Ginger Levin PMP, DPA, 2005-08 A Treasury of How to Guidance for Project Success People problems can really hurt your project causing delays eroding quality increasing costs and resulting in high levels of stress for everyone on the team Yet if you re like most project managers you ve never been taught the soft skills necessary for managing tough people issues Essential People Skills for Project Managers brings the key concepts of people skills into sharp focus offering specific practical skills that you can grasp quickly apply immediately and use to resolve these often difficult people issues Derived from the widely popular original book People Skills for Project Managers this new version provides condensed content and a practical focus Apply project leadership techniques with confidence Resolve conflicts and motivate team members Help a team recover after a critical incident Determine your team members personal styles so you can work more effectively with them You ll also learn how to apply people skills for a more successful career and life Discover how to manage stress personal and professional Learn proven methods for managing your own career Find out how to thrive in an atmosphere of change *Essential People Skills for Project Managers [Large Print 16 Pt Edition]* Steven W Flannes, Ginger Levin, 2018-04-25 A Treasury of How to Guidance for Project Success People problems can really hurt your project causing delays eroding quality increasing costs and resulting in high levels of stress for everyone on the team Yet if you re like most project managers you ve never been taught the soft skills necessary for managing tough people issues Essential People Skills for Project Managers brings the key concepts of people skills into sharp focus offering specific practical skills that you can grasp quickly apply immediately and use to resolve these often difficult people issues Derived from the widely popular original book People Skills for Project Managers this new version provides condensed content and a practical focus Apply project leadership techniques with confidence Resolve conflicts and motivate team members Help a team recover after a critical incident Determine your team members personal styles so you can work more effectively with them You ll also learn how to apply people skills for a more successful career and life Discover how to manage stress personal and professional Learn proven methods for managing your own career Find out how to thrive in an atmosphere of change **Essential People Skills for Project Managers** Steven W. Flannes and Ginger Levin, 2018-04-25 A Treasury of How to Guidance for Project Success People problems can really hurt your project causing delays eroding quality increasing costs and resulting in high levels of stress for everyone on the team Yet if you re like most project managers you ve never been taught the soft skills necessary for managing tough people issues Essential People Skills for Project Managers brings the key concepts of people skills into sharp focus offering specific practical skills that you can grasp quickly apply immediately and use to resolve these often difficult people issues Derived from the widely popular original book People Skills for Project Managers this new version provides condensed content and a practical focus Apply project leadership techniques with confidence Resolve conflicts and motivate team members Help a

team recover after a critical incident Determine your team members personal styles so you can work more effectively with them You ll also learn how to apply people skills for a more successful career and life Discover how to manage stress personal and professional Learn proven methods for managing your own career Find out how to thrive in an atmosphere of change

Essential People Skills for Project Managers Steven W. Flannes PhD,Ginger Levin PMP, DPA,2005-08-01 A Treasury of How to Guidance for Project Success People problems can really hurt your project causing delays eroding quality increasing costs and resulting in high levels of stress for everyone on the team Yet if you re like most project managers you ve never been taught the soft skills necessary for managing tough people issues Essential People Skills for Project Managers brings the key concepts of people skills into sharp focus offering specific practical skills that you can grasp quickly apply immediately and use to resolve these often difficult people issues Derived from the widely popular original book People Skills for Project Managers this new version provides condensed content and a practical focus Apply project leadership techniques with confidence Resolve conflicts and motivate team members Help a team recover after a critical incident Determine your team members personal styles so you can work more effectively with them You ll also learn how to apply people skills for a more successful career and life Discover how to manage stress personal and professional Learn proven methods for managing your own career Find out how to thrive in an atmosphere of change

The Eight Essential People Skills for Project Management Zachary Wong,2018-12-11 Zachary Wong offers practical strategies skills and tools to help project managers diagnose and solve their toughest people problems Based on decades in the trenches the book shows how to confront and correct bad behavior increase team performance and inclusion turn around difficult people and poor performers get people to do what you want them to do boost employee motivation and attitude reduce change resistance and risk aversion and manage difficult bosses Wong believes that the best team leaders are problem solvers and facilitators so this book provides problem solving models and tools to diagnose people problems and facilitative methods processes and techniques to correct them It s an approach that can be personalized to fit any person or situation Each skill is explained with a well balanced mix of case stories examples strategies processes tools and techniques along with illustrations graphics tables and other visuals to clarify key concepts and their workplace application To reinforce the most important learnings Wong includes a Memory Card and Skill Summary at the end of each chapter Nothing is harder than leading people and managing project teams Being successful takes a combination of knowing human psychology organizational behaviors and human factors having supervisory process and communication skills ensuring good teamwork high integrity and strong leadership and having the ability to integrate and apply these skills to a diverse work team The Eight Essential People Skills for Project Management is designed for individuals team leaders and managers who oversee and coordinate the daily performance of others and who are seeking solutions that they can apply immediately

The Eight Essential People Skills for Project Management Zachary Wong,2018-12-11 Veteran project manager and University of California professor

Zachary Wong identifies the eight most common people problems in managing projects and offers a flexible customizable approach to solving them based on a lifetime of research. Zachary Wong offers practical strategies, skills, and tools to help project managers diagnose and solve their toughest people problems. Based on decades in the trenches, the book shows how to confront and correct bad behavior, increase team performance and inclusion, turn around difficult people, and poor performers. It gets people to do what you want them to do, boost employee motivation and attitude, reduce change resistance and risk aversion, and manage difficult bosses. Wong believes that the best team leaders are problem solvers and facilitators, so this book provides problem-solving models and tools to diagnose people problems and facilitative methods, processes, and techniques to correct them. It's an approach that can be personalized to fit any person or situation. Each skill is explained with a well-balanced mix of case stories, examples, strategies, processes, tools, and techniques, along with illustrations, graphics, tables, and other visuals to clarify key concepts and their workplace application. To reinforce the most important learnings, Wong includes a Memory Card and Skill Summary at the end of each chapter. Nothing is harder than leading people and managing project teams. Being successful takes a combination of knowing human psychology, organizational behaviors, and human factors; having supervisory process and communication skills; ensuring good teamwork, high integrity, and strong leadership; and having the ability to integrate and apply these skills to a diverse work team. **The Eight Essential People Skills for Project Management** is designed for individuals, team leaders, and managers who oversee and coordinate the daily performance of others and who are seeking solutions that they can apply immediately.

Interpersonal Skills for Portfolio, Program, and Project Managers Ginger Levin DPA, PMP, PgMP, 2010-08-01. Improve Your Interpersonal Skills to Achieve Greater Management Success. Any formula for management success must include a high level of interpersonal skills. The growing complexity of organizational portfolios, programs, and projects, as well as the increasing number and geographic dispersion of stakeholders and employees, makes a manager's interpersonal skills critical. The frequency and variety of interpersonal interactions and the pressure to perform multiple leadership roles successfully while ensuring customer satisfaction have never been greater. **Interpersonal Skills for Portfolio, Program, and Project Managers** offers practical and proven tools and methods you can use to develop your interpersonal skills and meet the challenges of today's competitive professional environment. Develop the interpersonal skills you need to build effective, high-performing teams. Work efficiently with virtual teams. Develop approaches to build and maintain relationships with stakeholders at all levels. Handle stress and deal with unexpected critical incidents. Motivate your team. Whatever your level of experience, you will find these practical and proven methods to be the best formula for improving your interpersonal skills and enhancing your management success. The chapters include discussion questions, making this a perfect text for use in academic or workshop settings.

Project Team Dynamics Lisa DiTullio, 2010-09. Get to the Heart of Building Productive Project Teams. Companies that embrace the power of collaboration realize that the best way to solve complex problems is to build cohesive teams made

up of members with different skills and expertise Getting teams to work productively is at the heart of project management Developing the structure for teams to work dynamically at a high level of efficiency and effectiveness is at the heart of this book The author clearly outlines methods for creating and implementing a structure to deal with the inevitable difficulties that any team may encounter With examples drawn from contemporary project management she demonstrates the effectiveness of this straightforward approach and highlights the risks of not building a strong team culture The author offers simple and proven techniques for Launching a team Defining and clarifying the goals of the team Implementing and reinforcing appropriate team behaviors To help ensure the delivery of on time project objectives the author also gives practical advice aimed at ensuring productive team meetings encouraging information sharing and moving the team toward solutions in the face of challenges and conflict

Project Managers as Senior Executives Russell D. Archibald, PhD (Hon), Msc, PMP, Jean-Pierre Debourse, PhD, MPM, 2011-05-01 Project Managers as Senior Executives maps out a model for advancement for program and project managers and contributes new thinking on the emerging leadership of project managers as senior executives The research is published in two volumes Volume I Research Results Advancement Model and Action Proposals presents the results and proposals from the study and Volume 2 How the Research Was Conducted Methodology Detailed Findings and Analyses contains the research oriented materials from the study

PMP Rapid Review Sean Whitaker, 2013-08-15 Assess your readiness for the updated PMP Exam and quickly identify where you need to focus and practice This practical streamlined guide walks you through each exam task providing need to know checklists review questions tips and links to further study all designed to help bolster your preparation Reinforce your exam prep with a Rapid Review of these tasks Initiating the project Planning the project Executing the project Monitoring and controlling the project Closing the project This book is an ideal complement to the in depth training of the Microsoft Press Training Kit and other exam prep resources for the PMP Exam aligned with the Guide to the Project Management Body of Knowledge PMBOK Guide Fifth Edition

Integrating Change Mel Toomey, Judi Neal, 2021-09-26 Change processes in organizations are time consuming expensive and often don't create the intended results This book creates a new way for leaders to relate to change from a place of deeper understanding Based on years of research consulting and teaching the models and frameworks described in this book have been applied successfully in organizations such as Johnson Johnson AT T IBM Facebook Charles Schwab Company and Accenture The book provides breakthrough thinking to leaders who find themselves in the chaos of multiple high amplitude changes that cannot be managed from an autocratic or even a participative mindset The successful transformation of a human system does not require that people change who they are so much as it requires they become more of who they are more like themselves Change does not require new step by step models offered by an outside expert It requires teaching people how to become model builders As a result of this deeper transformation of mindset not only will people in the organization be able to manage the particular change crisis facing them in the moment they will develop a new

relationship to change so that strategic thinking and breakthrough business outcomes become part of the organizational norm This book will primarily appeal to experienced leaders senior managers and change agents who have learned that the textbook recipes for initiating or responding to change don't work It is also useful supplementary reading for students of organizational studies and leadership

Gower Handbook of Project Management Rodney Turner, 2016-04-22 This Handbook was the first APM Body of Knowledge Approved title for the Association for Project Management Over the course of five editions Gower Handbook of Project Management has become the definitive desk reference for project management practitioners The Handbook gives an introduction to and overview of the essential knowledge required for managing projects The team of expert contributors selected to introduce the reader to the knowledge and skills required to manage projects includes many of the most experienced and highly regarded international writers and practitioners The Fifth Edition has been substantially restructured All but two of the authors are new reflecting the fast changing and emerging perspectives on projects and their management The four sections in the book describe Projects their context value and how they are connected to organizational strategy Performance describing how to manage the delivery of the project covering scope quality cost time resources risk and sustainability Process from start up to close down Portfolio the project and its relationship to the organization The discrete nature of each chapter makes this Handbook a wonderful source of advice and background theory that is easy to consult Gower Handbook of Project Management is an encyclopaedia for the discipline and profession of project management a bible for project clients contractors and students

Program Management Complexity Ginger Levin, J. LeRoy Ward, 2016-04-19 Although complexity is a phenomenon that confounds and challenges program managers across industry sectors there is little information available that identifies the set of competencies managers need to complete their program successfully and deliver the benefits desired by stakeholders Program Management Complexity A Competency Model fills this

Master of Science in Project Management - City of London College of Economics - 10 months - 100% online / self-paced City of London College of Economics, Overview A MScPM or Master of Science in Project Management is a degree that will prepare you for a role as Senior Project Manager Director Project Management Content Building the action plan scheduling estimating and resource allocation Achieving stakeholder satisfaction through project control Project risk management A model for building teamwork New project development processes Enterprise project management Quick tips Speedy solutions Cutting edge ideas Making good decisions Ideas and what to do with them Leadership and trust What to do when things go wrong Over 120 new exercises to practice what you've learnt Duration 10 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we'll send you the assignment questions Study material The study material will be provided in separate files by email download link

The Complete Project Manager Randall Englund MBA, BSEE, NPDP, CBM, Alfonso Bucero CSE, MSc, PMP, 2012-04-01 The Complete Project Manager Integrating People Organizational and

Technical Skills is the practical guide that addresses the soft project management skills that are so essential to successful project program and portfolio management Through a storytelling approach the authors explain the necessary skills and how to use them to create an environment that supports project success They demonstrate both the why and the how of creatively applying soft project management skills in the areas of leadership conflict resolution negotiations change management and more This guide has an accompanying workbook The Complete Project Manager s Toolkit sold separately *Implementing Program Management* Ginger Levin, Allen R. Green, 2016-04-19 Success in program management requires discipline complete plans well run meetings accurate record keeping and adherence to global best practices *Implementing Program Management Templates and Forms Aligned with the Standard for Program Management Third Edition 2013 and Other Best Practices* provides the templates and guidelines for the plan Construction Program Management Joseph Delaney, 2016-04-19 Although the construction industry is one of the largest enterprises in the United States widely accepted management principles such as those contained in PMI s Standard for Program Management are still not widely implemented This book explores how an improved understanding of these principles could boost construction program success rates It outlines a process based approach to construction program management that leverages structure to bring order to what can otherwise feel like an overwhelming challenge The book includes case studies that illustrate the proper implementation of the steps outlined in the book **Portfolio Management** Ginger Levin, PMP, PgMP, John Wyzalek, PfMP, 2014-10-15 Recognizing the importance of selecting and pursuing programs projects and operational work that add sustainable business value that benefits end users the Project Management Institute PMI issued its first Standard on Portfolio Management in 2006 In 2014 it launched the Portfolio Management Professional PfMP credential which several of the experts who contributed to this book earned to recognize the advanced expertise required of practitioners in the field Presenting information that is current with The Standard for Portfolio Management Third Edition 2013 *Portfolio Management A Strategic Approach* supplies in depth treatment of the five domains and identifies best practices to ensure the organization has a balanced portfolio management that is critical to success Following PMI s standard the book is organized according to its five domains strategic alignment governance portfolio performance management portfolio risk management and portfolio communications management Each chapter presents the insight of different thought leaders in academia and business Contributors from around the world including the Americas Europe the Middle East Africa and Australia supply a global perspective as to why portfolio management is essential for all types of organizations They provide guidelines examples and models to consider along with discussion and analysis of relevant literature in the field Most chapters reference PMI standards complement their concepts and expand on the concepts and issues that the standards mention in passing or not at all Overall this is a must have resource for anyone pursuing the PfMP credential from PMI For executives and practitioners in the field it provides the concepts you will need to address the ever changing complexities that impact your work This book is also suitable as a

textbook for universities offering courses on portfolio management

Gower Handbook of People in Project

Management Lindsay Scott, 2016-04-22 Modern projects are all about one group of people delivering benefits to others so it is no surprise that the human element is fundamental to project management The Gower Handbook of People in Project Management is a complete guide to the human dimensions involved in projects The book is a unique and rich compilation of over 60 chapters about project management roles and the people who sponsor manage deliver work in or are otherwise important to project success It looks at the people issues that are specific to different sectors of organization public private and third sector the organization of people in projects both real and virtual the relationship between people their roles and the project environment and the human behaviours and skills associated with working collaboratively Thus this comprehensive and innovative handbook discusses all the important topics associated with employing developing and managing people for successful projects The contributors have been drawn from around the world and include experts ranging from practising managers to academics and advanced researchers The Handbook is divided into six parts which begin with management and project organization and progress through to more advanced and emerging practices It benefits hugely from Lindsay Scott's expert knowledge and experience in this field and from Dennis Lock's contributions and meticulous editing to ensure that the text and illustrations are always lucid and informative The Complete Project

Manager Randall Englund, Alfonso Bucero, 2019-08-13 This is an important book it is a necessary book It comprehensively addresses the rapidly expanding role of the project manager a role that is striving to keep up with the corresponding expansion in the definition of project success from the Foreword by Michael O Brochta This new edition of a classic bestselling guide addresses the soft project management skills that are so essential to successful project program and portfolio management Mastering leadership negotiation conflict resolution change management and organizational politics has always been key to project manager success This book demonstrates the why and how of creatively applying soft project management skills in these areas and shows how to develop adjust and hone these skills given the forces and trends in today's business world Using real world stories and case studies to model how to implement these skills Englund and Bucero illustrate how the right mix of soft and hard professional skills can help create an environment that supports greater project success This second edition features new sections on agile project management ethics business analysis management across generations and between cultures and more It maps well to recent topic updates in the sixth edition of the Project Management Body of Knowledge This book is a valuable manual for all the complex interpersonal skills necessary for project managers success and will help them develop a more complete portfolio of skills knowledge and attitudes to serve as road maps to greater project success

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