



Project & Contract Management

Planning and managing project teams

Course Introduction

The course on Planning and Managing Work Teams in Large Projects aims to equip participants with the necessary skills and knowledge to effectively organize and lead work teams to achieve the objectives of large and complex projects.

Target Audience

- Project Managers
- Team Leaders
- Members of Work Teams in Large Projects
- Engineers and Consultants
- Anyone wishing to develop their team management skills

Learning Objectives

- The course helps improve the efficiency of team performance and reduces the time and effort spent.
- It contributes to increasing productivity and achieving better project outcomes.
- It enhances effective communication between team members and other stakeholders in the project.
- It teaches participants how to handle challenges and solve problems that the team may face.
- It equips participants with the leadership skills necessary to manage and motivate work teams.

Course Outline

- **Day 01**

- Introduction to Project Management and Team Building**

- Definition of Project Management and its Importance
 - Project Lifecycle and Types of Projects
 - The Concept of Teams and High-Performance Teams
 - Characteristics of an Effective Team
 - Roles and Responsibilities within the Team

- **Day 02**

- Project Planning and Developing Work Plans**

- Strategic Planning Techniques for Projects
 - Defining Goals and Desired Outcomes
 - Developing a Detailed Work Plan
 - Managing Project Scope
 - Managing Time and Costs

- **Day 03**

- Leading and Guiding Work Teams**

- Effective Leadership Styles
 - Building Trust and Motivation
 - Conflict Resolution and Managing Disputes
 - Developing Effective Communication Skills
 - Group Decision-Making

- **Day 04**

- Change Management and Continuous Development**

- Managing Change in the Workplace

- Resistance to Change and How to Handle It
- Team Performance Improvement
- Team Performance Evaluation
- Organizational Learning

• **Day 05**

Practical Application and Case Studies

- Applying Acquired Knowledge to Real-Life Cases
- Solving Practical Exercises
- Developing a Personal Action Plan to Implement What Has Been Learned

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Dubai