
Human Resource Management

Credits 1.4 CEUs / 14 PDUs

2 Days

Course description

Effective project managers must possess strong skills in organizational planning; team building, and staff management. Students are provided with the tools to help them face the challenges of managing matrix teams and the added complexity of managing a virtual team. Students will also examine motivation, influence, power and effectiveness theories from industrial-organizational psychologists and management theorists to help them understand how and why people work, and the effect of power on project teams. This course is compliant with the Project Management Institute's (PMI's®) current Project Management Body of Knowledge (PMBOK®).

Who should attend

This course is primarily designed for project managers or project team members who need to understand the importance of human resource management so they can fulfill the needs of the organization as well as satisfying the needs of people within their organization. Individuals taking this course should have at least two years of experience working on project teams.

What you will achieve

- Identifying the amount and types of staff necessary to manage the project, and training necessary for the staff to be effective and successful in their jobs.
- How to define roles and responsibilities of the project team
- Identify the five stages of team development using the Tuckman Model
- How to use collaborative tools to allow teams to add value through reflective thinking.

What you will learn

- Human Resource Planning –Identifying and documenting project roles, responsibilities, and reporting relationships required to build a staff management plan. Identifying what types of people are needed to staff the project and creating a responsibility assignment matrix.
- Acquiring the project Team – How to work with other people to obtain and assign personnel to staff the project. Create a staff management plan; How to read a histogram that identifies over allocation of resources and how to use resource-leveling techniques.
- Developing the Project Team – Apply teambuilding techniques such as the Tuckman model to identify the five stages of team development, the Myers Briggs Type Indicator (MBTI) to determine personality preferences, and Wilson Social Styles Profile to identify behavioral profiles. Apply reward and recognition systems to promote or reinforce effective working relationships.
- Managing the Project Team- Apply methods to determine which changes to make to the project team by tracking team member performance, providing meaningful feedback, and how to effectively identify manage and resolve issues among team members.

Agenda:

Day One

- Course Introduction
- Overview of Project HR Management
- Human Resource Planning

Day Two

- Acquire Project Team
- Develop Project Team
- Manage Project Team