

SOFT SKILLS TRAINING



SOFT SKILLS TRAINING – SIX MODULES

PART 1

- 1. Role of the Facilitator**
- 2. Keep Your Teams on Track**
- 3. Using The Tools of Feedback**
- 4. Understand what have been said**

PART 2

- 5. Conducting Effective Meeting**
- 6. Interviewing Skill & Non-Verbal Communication**

SOFT SKILL TRAINING

**Role of the Project
Manager as
Facilitator, Coach
and Mentor.**



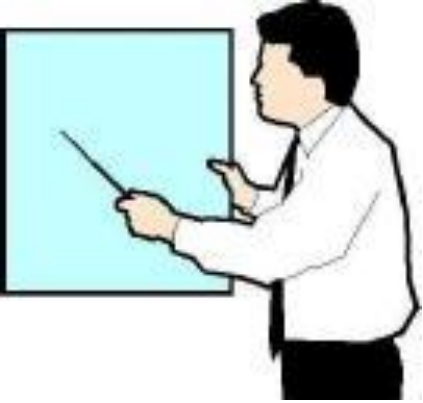
As the Project Management Facilitator

- You can Provide:

- TECHNICAL SKILLS TO ASSIST PROJECT MANAGERS
- SELF ESTEEM FOR PROJECT MANAGERS
- AN ENVIRONMENT FOR PROJECT RELATED MOTIVATION
- A DESIRE FOR IMPROVED PERFORMANCE BY PM's
- THE OPPORTUNITY FOR PM's TO BETTER USE TEAM MEMBERS.
- ASSISTANCE TO DEAL WITH CONFLICTS
- AN OPPORTUNITY TO RESOLVE RESISTANCE
- A SYSTEMATIC SET OF PM SKILLS
- THE ENVIRONMENT TO CHANGE BEHAVIOR
- A VEHICLE FOR ATTITUDE CHANGE
- THE OPPORTUNITY TO LEAD ORGANISATIONAL (PROJECT) CHANGE

The Project Management Facilitator Should Have:

- THE ABILITY TO TAKE INITIATIVES
- GOOD COMMUNICATION SKILLS
- CREATIVITY AND ENTHUSIASM
- COURAGE TO TAKE RISKS
- RESPECT OF OTHERS
- FACILITATION, COACHING AND MENTORING SKILLS
- CLEAR ACHIEVEMENT GOALS
- SELF STARTING ABILITIES
- GOOD PRESENTATION AND TRAINING SKILLS
- GOOD ABSTRACT, NUMERICAL AND VERBAL REASONING SKILLS
- THE ABILITY TO WORK UNDER PRESSURE



Role of the Project Manager as Facilitator, Coach and Mentor

- ❑ Understand the qualities you will need to assist your teams and others at JKR.**
- ❑ Learn how you can have an influence on their performance.**