



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Managing Project Teams

Course Specifications

Course number: 088619 | **Software:** Microsoft Outlook | **Course length:** 0.5 day(s)

Course Description

You want to create and maintain a successful team. Learning how to effectively manage a team is the first step to realizing your goal. In this course, you will determine how to manage the team so that it remains effective.

Course Objective: You will identify ways of building a team, apply strategies for managing a working team, and identify ways of effectively decommissioning a team.

Target Student: This course is intended for individuals charged with successfully leading a team.

Prerequisites: It is recommended that you have familiarity with the use of teams in the workplace and complete the following courses prior to taking this course:

Practical Leadership.
Motivating Your Employees.
Change Management.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

If you wish to use the overheads provided on the CD-ROM, you will need to set up a computer for yourself. If time allows and you wish to use the business simulation provided on the CD-ROM in the classroom, you will need to set up a computer for each student participating in the class.

- Pentium 90 MHz or higher processor, or Macintosh PowerPC
- Screen resolution of 800 x 600 set to 256 colors

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Get to know your team.

Manage your team.

Platform Requirements

Software Requirements

- Windows® 95, Windows 98, Windows 2000, Windows ME, Windows NT 4.0, Windows XP Home Edition, or Windows XP Professional
- Microsoft® Internet Explorer® 5.0x, 5.5, 6.0; or Netscape Navigator® (excluding 6.0 and 6.1).
- Adobe® Acrobat® Reader® 6.0 or higher; Apple® QuickTime® 5.0 or higher; Macromedia® Flash® Player 6.0.79 or higher; or Macromedia® Shockwave® 7.0.2, 8.0, 8.5, 8.5.1, or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only).

Course Content

Lesson 1: Knowing Your Team

Topic 1A: Identify Elements of a Team

Topic 1B: Interaction Within a Team

Topic 1C: Communicate with the Team

Topic 1D: Identify Standards

Lesson 2: Managing Your Team

Topic 2A: Identify Management Needs

Topic 2B: Provide Feedback

Topic 2C: Maintain Team Momentum

Topic 2D: Identify Management Challenges

Topic 2E: Close Out a Project

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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