

# THE IN-HOUSE TRAINING COMPANY

## Project team workshop

### *An In-House Training Company performance improvement workshop*

#### **Overview**

A Project Team Workshop brings together selected representatives of a project (eg, the client, project team members, suppliers, resource providers, sponsors, etc) in order to review a specific project and put in place the vital task and team requirements for a successful project outcome.

#### **Training objectives**

Typical benefits obtained by clients from a Project Team Workshop include:

- The strategic goals and priorities for the project are clarified
- Ownership of the project within the business is defined
- Project roles and responsibilities are agreed
- The credibility and robustness of the project plan are enhanced
- Performance measures and reporting procedures are agreed
- Critical risks are identified and contingencies are agreed
- The roles and responsibilities of the key players in the project team

#### **Audience**

Workshop participants should comprise selected representatives of the project (eg, the client, project team members, suppliers, resource providers, sponsors, etc).

#### **Format**

By definition, this workshop is highly participative, relying on the expert trainer to facilitate the experience through presentation of appropriate tools and techniques (the STAR system ® toolkit) and leadership of the CPI review.

Depending on the project and the number of participants, the workshop can take either one or two days to produce the required outcomes.

#### **Special features**

This unique workshop programme is a cost-effective way of arriving at the resolution of project-specific problems without engaging expensive consultants. The format has been developed and refined by the expert trainer over a number of years and has now proven itself time and time again.

#### **The expert trainer**

John is a highly qualified (BSc, MSc, CEng, MIMechE, MAPM, AMInstP) trainer and independent consultant, specialising in project management and management team development. He has extensive experience of designing and running training programmes and project workshops, facilitating business improvement initiatives and providing consultancy support to help clients improve their project management capability. His clients include leading organisations in engineering, manufacturing, constructions, retailing, consulting and education. John is also a Seminar Director for Hawksmere and a visiting lecturer at UMIST.

Before setting up his consulting practice in 1990, John gained a broad range of industrial management experience with Ilford Limited, a leading manufacturer of photographic products. Joining the company in 1974 he progressed through technical and team leadership roles to become Manager

of Engineering Development in 1980. From 1980 to 1990 his role broadened from managing a portfolio of smaller multi-disciplinary projects to include management of a number of significant business improvement projects.

John's project management experience includes the design and installation of new manufacturing equipment, the development of new products, the improvement of manufacturing procedures, the relocation of offices and staff and organisation restructuring. John has also co-ordinated international project teams and carried out assignments in support of strategic business development programmes.

Prior to joining Ilford Limited, John trained in the automotive industry and gained an honours degree in Applied Physics. He subsequently carried out post-graduate research at Oxford University where he was awarded a Masters degree in Engineering Science.

A highly experienced, popular and professional trainer, John's courses are always much appreciated by the participants, as the following comments show:

'I really liked the practical exercises'

'There was certainly a lot to think about'

'John's experience was excellent'

'The group was encouraged to interact very well'

'A very useful course'

'A very worthwhile, productive and enjoyable two days'

## **Workshop structure**

NB The structure for a workshop is tailored to the project in question and the stage it has reached. Using the STAR system ® to provide a framework, the typical workshop has three key stages: identification of issues, resolution of issues and action planning.

### **1 Introduction**

- Why this workshop is being held
- Review of participants' needs and objectives
- Introduction to the STAR system ®

### **2 Identifying the issues**

- The 'Critical Process Indicator'
- The five management processes critical to eventual project performance
- Identification of current key issues

### **3 Resolving the issues**

- Using the STAR system ® toolkit
- Participants work through the key issues requiring attention
- Team discussions are facilitated with the aid of the STAR system ® toolkit, enabling the team to resolve each of the issues in a logical and systematic manner

### **4 Action planning**

- Participants agree actions to be taken
- How progress will be reviewed
- Conclusion

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