

We are now working in an ever-changing environment and many tasks take the form of projects. The successful establishment and implementation of projects is closely related to the leadership effectiveness of the project teams in the organization. Hence, it is vital to acquire the relevant skills to optimize the human relationship dynamics within the project team in order to achieve better result. This workshop aims to cover the ability of leaders in leveraging the human side of project management through focusing on the critical soft skills required in managing a project successfully.

## Objectives

Upon completion of the workshop, participants will:

1. appreciate the importance of project leadership
2. build a business case in presenting projects
3. know how to work with aggressive and passive people in project teams
4. appreciate how to conduct project meetings
5. know how to manage conflicts in projects
6. be able to apply what they learn in business project situations

## Course Outline

### 1. Importance of project leadership

- The nature of a project
- Critical success factors of projects
- Why project leadership determines the success of projects

### 2. Presenting your project ideas effectively

- Build your business case
- Know what decision makers' concerns are
- Present your project ideas persuasively

### 3. Project Communication

- Principles of effective communication in projects
- Techniques in working with aggressive and passive people
- Working with people of different cultures

### 4. Conduct project meetings

- Why project meetings are critical to the success of project management
- Key principles in managing project meetings
- Roles and duties of project chair, secretary and members in meetings

### 5. Managing Conflict

- Why conflict is common in projects
- Cognitive vs Affective Conflict
- Coping with conflict within and outside the project team

## COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
<b>November 2015</b>								
1	Nov 5-6	Need Satisfaction Selling	NSS	2	HK\$6,480	HK\$5,980 Oct 9, 2015	Oct 14, 2015	C
2	Nov-9	Performance Management and Coaching Skills for Team Leaders	NEW PMCS	1	HK\$3,480	HK\$3,180 Oct 16, 2015	Oct 21, 2015	E
	Nov-10	The Five (5) Dysfunctions of a Team: A Workshop for Team Leaders	NEW 5DT	1	HK\$3,480	HK\$3,180 Oct 16, 2015	Oct 21, 2015	E
	Nov-11	Managing Your Time and Priorities	MYTP	1	HK\$3,480	HK\$3,180 Oct 16, 2015	Oct 21, 2015	C/E
	Nov-12	Managing Conflict in the Work Place	MCW	1	HK\$3,480	HK\$3,180 Oct 16, 2015	Oct 21, 2015	C/E
	Nov-18	Coporate Imaging + Business Etiquette	CIBE	1	HK\$3,480	HK\$3,180 Oct 23, 2015	Oct 28, 2015	C/E
3	Nov-19	Presentation and Communication Skills	PCS	1	HK\$3,480	HK\$3,180 Oct 23, 2015	Oct 28, 2015	C/E
	Nov-20	Blue Ocean Problem Solving and Decision Making	BPSDM	1	HK\$3,480	HK\$3,180 Oct 23, 2015	Oct 28, 2015	C/E
4	Nov-23	Succession Planning + Identification of Potentials and Talents	SPIPT	1	HK\$3,680	HK\$3,380 Oct 30, 2015	Nov 5, 2015	E
	Nov-24	Innovations in Leadership	INL	1	HK\$3,680	HK\$3,380 Oct 30, 2015	Nov 5, 2015	E
	Nov-26	Finance for Non-Financial Executives	NEW FNFE	1	HK\$3,480	HK\$3,180 Oct 30, 2015	Nov 5, 2015	C/E
	Nov-27	Learn to read Stakeholder's Report and Analyst's Report	NEW SRAR	1	HK\$3,480	HK\$3,180 Oct 30, 2015	Nov 5, 2015	C/E
<b>December 2015</b>								
2	Dec 1-2	Managing People for Win-Win Results	MPWWR	1	HK\$3,480	HK\$3,180 Nov 6, 2015	Nov 11, 2015	C/E
	Dec-3	Adapting to Changes Positively	NEW ACP	1	HK\$3,480	HK\$3,180 Nov 6, 2015	Nov 11, 2015	C/E
	Dec-4	Creativity Workshop	NEW CW	1	HK\$3,480	HK\$3,180 Nov 6, 2015	Nov 11, 2015	C/E
3	Dec-7	Enhancing Work Efficiency	EWE	1	HK\$3,480	HK\$3,180 Nov 13, 2015	Nov 18, 2015	C/E
	Dec-8	Presentation Skills Workshop	PSWS	1	HK\$3,480	HK\$3,180 Nov 13, 2015	Nov 18, 2015	C/E
	Dec-9	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180 Nov 13, 2015	Nov 18, 2015	C/E
	Dec-10	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Nov 13, 2015	Nov 18, 2015	C/E
	Dec-11	Effective Business Writing	EBW	1	HK\$3,480	HK\$3,180 Nov 13, 2015	Nov 18, 2015	C/E

C = Cantonese, E = English

**TIME:** 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

\* Fees includes refreshments and lunch

\*\* We accept P. Cards

### PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

### CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

### ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

### CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at [www.celhk.com](http://www.celhk.com) or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

## ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

**Company Name :**

**Address :**

**Contact Person : (Mr / Ms)**  **Job Title :**

**Direct Line :**  **Email Address :**

**Mobile :**  **Fax :**

**Authorized Person : (Mr/Ms)**

**Job Title :**  **Direct Line :**

**Signature :**  **Date :**

Cheque enclosed for HK\$

**Please note seminar fees are payable in advance**

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



**BY PHONE:**  
Call Miss Mak at:  
**2838-1182**



**BY POST TO:**  
Communication Engineering Ltd.  
Room 903, Connaught Commercial Building,  
185 Wan Chai Road,  
Wan Chai, Hong Kong



**BY FAX:**  
Send enrolment form above to  
our FAX at number:  
**2838-7122**



**BY EMAIL:**  
[cel@celhk.com](mailto:cel@celhk.com)