

Booking Form

Spring School 2004 on 'Soft' Skills

First Name

Surname

BCS Memb No.

Organisation

Address for
correspondence

.....

..... Post Code

Tel: Fax:

Email:

Names of other
attendees included

in this booking

Please send your cheque, made payable to 'British Computer Society (PROMS-G)' with this Booking Form (we regret that we *cannot* accept BACS or credit card payments and we **MUST** have payment in advance). We will confirm your booking once we receive your payment.

BCS members or affiliates (per person)	= £130 (£110.64 + VAT)	£
Non members (per person)	= £175 (£148.94 + VAT)	£
Unwaged/Students	= £ 25 (£ 21.28 + VAT)	£
Total Due		£

Please send Payment and Booking Form to:

Mrs Sue McGowan
Rowan House
68a Redcliffe Street
Cheddar
Somerset BS27 3PF

Email: promsg.admin@bcs.org.uk
Tel: 07866 329391

Receipt and joining instructions will be forwarded to delegates.
Please indicate if you require a VAT receipt.

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The Project Management
Specialist Group of the BCS
presents its
2004 Spring School

'Soft' Skills for Project Managers

You've been on the courses that teach you how to drive that scheduling tool, you know how to operate a risks register and the other 'hard' controls. But what about those 'softer' skills that the press is telling us are *the* competencies to have in modern organisations? This PROMS-G School is designed to provide a contrast to other courses, and to equip you with an appreciation of some of the current thinking in this area - and builds on the successful school run by PROMS-G in autumn 2002

Content:

- Leadership and Coaching
- Communicating with your programme or project team
- Team Management
- Stakeholder Management

Dates: Four Tuesday evenings starting 2nd March 2004

Venue: IBM South Bank, London

Time: Lectures start at 7:00 p.m. with registration and refreshments from 6:30 p.m.

This event is open to all. To become a member of BCS PROMS-G, register on our website at www.bcs.org/proms-g/ now. Membership of PROMS-G is free of charge, and is open to both BCS members and non-members.

All PROMS-G meetings carry CPD units.

Supported by



Places are limited, please book early to avoid disappointment

'SOFT' SKILLS AUTUMN SCHOOL

- As Project Management advances as a set of disciplines, the focus on development is moving from the 'hard' techniques such as activity planning and progress monitoring to 'people skills' such as leadership, motivation, and related competencies.
- This PROMS-G school is designed to make Project Managers aware of some of the key competencies required - both accepted and novel - by the kinds of organisation they work in.
- The four lectures cover Project Management competencies, operating in a matrix management environment, facilitation and creative problem solving and leadership options.
- By the end of the four sessions, attendees will have gained an appreciation of the key areas in which they can develop their own soft skills.

Session 1: Tuesday 2nd March 2004 Leadership and Coaching

In this opening session, we will explore current thinking around these two topics, examining both the traditional theories and more radical approaches to these management issues. The session will explore with you where leadership is appropriate, and what makes great leadership. We will examine what has changed in the role of the leader, and what our own responsibilities are when leading and being led.

We will also look in some detail at a different approach to coaching and releasing the potential of our people, and how leadership and coaching are linked. The session will be interactive and your views, opinions and involvement will be of importance to the event.

Andrew Lees is managing partner of Keay Consulting. He has twenty five years experience in the field of learning, development and education in both the public and private sector. He has been involved in designing, developing and running leadership development programmes for senior managers in many blue chip companies. Andrew has an MSc in People and Organizational Development, and is a Fellow of the CIPD. Prior to forming Keay Consulting, Andrew worked at Dell Computers and Bayer plc., and current clients include Fujitsu-Siemens, Thames Water, Vodafone, Symantec, and Amazon.

Session 2: Tuesday 9th March 2004 Communicating with Your Programme or Project Team

Founding Director of Pearce Mayfield, *Patrick Mayfield* has entertained PROMS-G several times before. He is often controversial but always stimulating.

Although he was a key manager in the team that delivered PRINCE2 and helped APM Group set up the accreditation system for training organisations, Patrick is passionate about the need to exercise so-called 'soft skills'. Methodologies may be necessary, but they are never sufficient. Programme and project teams need leading and communication skills are vital to a leader. "I may have learned my best lessons on communications from my worst mistakes," he says.

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Session 3: Tuesday 16th March 2004 Team Management

Paul Frost, IT Director for the Learning and Skills Council, has been working in the field of project management for some 30 plus years, mostly in central government. During this time he has dealt with issues surrounding crisis management of projects, team issues and changing deadlines on small to large projects. Some projects have been high profile, such as one of the ones to be covered in this talk, and all have encountered some of the softer issues surrounding project management.

Session 4: Tuesday 23rd March 2004 Stakeholder Management

Your project is going OK so far. You are heading into the next stage when you realise that you have omitted to involve someone who is a key contributor to the implementation effort - but whose section stands to benefit little from the project. How do you handle this situation, particularly when this person is known to be a close confidante of the MD? Have you missed anyone else?

Par for the course? Stakeholders are paramount to successful project management delivery. This session will focus on:

- identifying stakeholders and which ones are key for project success
- understanding who has responsibility for identifying stakeholders
- planning the communication strategy for each stakeholder
- the frequency of stakeholder monitoring
- managing stakeholders – some hints and tips
- having clear project management structures which support decision making – including stakeholders

Ron Rosenhead is Director of The Project Agency, a consultancy that specialises in providing professional staff with project management skills and support. He has run many types of training event, facilitated a wide range of other events and designed management development programmes. In the mid 80's he was Head of Training for a local authority and found himself in the middle of a major change initiative. His interest in project management took off from this period.

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