



*Training Course:  
Synergy in Action: Mastering Collaborative  
Project Management*

*22 - 26 September 2024*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Synergy in Action: Mastering Collaborative Project Management

Training Course code: MA235358 From: 22 - 26 September 2024 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3250 € Euro

### Introduction:

This program delves into effective collaboration specifically within the context of project management. Learn to build high-performing teams, manage diverse stakeholders, and leverage collaboration tools to achieve project success.

### Target Audience:

This program is designed for project managers, team leaders, and anyone involved in collaborative projects who want to:

- Develop strategies for building and leading high-performing collaborative teams.
- Effectively manage communication and information flow within projects.
- Utilize collaboration tools and platforms to manage tasks and track progress.
- Foster collaboration between diverse stakeholders with varying needs and interests.
- Develop strategies for resolving project challenges through collaboration.

### Objectives:

By the end of this program, participants will be able to:

- Define effective collaborative project management practices.
- Develop strategies for building and leading cross-functional teams.
- Utilize communication plans to ensure clear and consistent information flow.
- Manage stakeholder expectations through proactive communication and collaboration.
- Select and implement appropriate collaboration tools for project needs.
- Apply conflict resolution techniques within project teams.

### Outlines:

Day 1: Building High-Performing Collaborative Teams

- Understanding the role of collaboration in successful project management.
- Strategies for creating a collaborative team environment.
- Identifying individual strengths and roles for effective teamwork.
- Developing clear project goals and establishing team accountability.
- Case studies: Examining successful projects that leveraged collaboration.

#### Day 2: Communication and Information Flow

- Developing a communication plan for effective information sharing.
- Utilizing different communication channels to meet diverse stakeholder needs.
- Active listening and fostering open communication within the team.
- Effective meeting management techniques for collaborative decision-making.
- Interactive exercises: Practicing communication strategies and meeting facilitation.

#### Day 3: Managing Diverse Stakeholders

- Identifying key stakeholders in your project and their interests.
- Strategies for building collaborative relationships with stakeholders.
- Managing stakeholder expectations through communication and negotiation.
- Addressing stakeholder concerns and resolving conflicts constructively.
- Case studies: Analyzing successful projects with complex stakeholder relationships.

#### Day 4: Collaboration Tools and Technologies

- Exploring various collaboration tools and platforms for project management.
- Selecting the right tools to meet the specific needs of your project.
- Utilizing collaboration tools for task management, document sharing, and communication.
- Leveraging technology to enhance team collaboration and project visibility.
- Live demonstrations and hands-on practice with popular collaboration tools.

#### Day 5: Resolving Challenges and Fostering Synergy

- Identifying potential challenges to collaboration within project teams.
- Conflict resolution techniques for navigating disagreements constructively.
- Strategies for addressing team performance issues and fostering collaboration.
- Promoting continuous improvement in team collaboration practices.
- Action planning: Developing a plan to implement collaborative project management strategies within your project.

## Registration form on the Training Course: Synergy in Action: Mastering Collaborative Project Management

**Training Course code:** MA235358 **From:** 22 - 26 September 2024 **Venue:** Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel **Training Course Fees:** 3250 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.