Forward Momentum, L.L.C
Passionate. Focused. Driven.

www.forwardmomentum.net

Matrix Management

Course Code: 1445   **Course Duration:** 1 day

Your supervisor is looking to give you a great development opportunity: you are to be the project leader for a multi-functional team to work on a high profile project. The team you are about to lead, like many project teams, is made up of individuals from multiple divisions, departments and even jurisdictions. This matrix leadership environment, where the project leader has little or no direct authority, is one of the most difficult management models. What do you need to know about managing and leading in this environment? What is unique about matrix management? *Matrix Management* will address these issues and give you strategies for overcoming the complexities introduced when managing in a matrix environment.

Course Description: Participants in this one-day class will learn to manage expectations and enable participants to deal effectively with change in a matrix management environment. Through a series of case study examples and team exercises participants will apply the tools and techniques to solve problems and plan for success.

Topics List:

- Negotiation skills
- Communications between project and resource managers
- Performance assessments for team members

- Conflict management
- Delegation
- Team-building in a project matrix environment

Outline

1. Project and Organizational Conflict
   a. Identifying common sources for project and organizational conflict
   b. Defining and differentiating types and challenges of project management organizations
   c. Delineating roles of the project and functional/resource manager
   d. Identifying and aligning stakeholder expectations
   e. Defining and aligning organizational priorities and constraints
2. Communications Alignment
   a. Identifying challenges
   b. Aligning communications
   c. Verifying levels of understanding
   d. Dealing with emotions
3. Negotiations and Delegation
   a. Reviewing negotiation strategies
   b. Dealing with barriers to negotiation

Forward Momentum, L.L.C
Passionate. Focused. Driven.

www.forwardmomentum.net

    c. Using learning styles and delegation

    d. Delegating successfully

    e. Prioritizing work

4. Problem-Solving and Team Building

    a. Identifying problem-solving challenges

    b. Reaching closure

    c. Identifying root causes

    d. Using a solution window

    e. Building effective teams

    f. Recognizing team formation steps

    g. Managing performance

    h. Recognizing social styles

Who Should Attend: Project managers, team leaders, functional leaders, technical specialists, trainers, project leads, executives, senior managers, program managers, project team members, event planners, supervisors.