

BSBPMG515A

Manage Project Human Resources

Course Duration

Face to face: 1 day

PDU's: 8

Course Objectives

Manage Project Human Resources aims to provide participants with the performance outcomes, skills and knowledge required to undertake human resource management (HRM) within projects. It involves planning for human resources, implementing staff training and development, and managing the project team and stakeholders.

The participants will learn the principles of project human resource management and applying them in managing a project including; planning human resources; Acquire, Develop, Manage and Release the project team; Manage Project staff performance and provide leadership to project staff.

This **one (1) day** course will give participants a solid understanding of the organization, development and managing the project team, structured around the Manage Project Human Resources knowledge area of the *Project Management Body of Knowledge (PMBOK®) Guide 5th Edition*.

Learning Outcomes

- Identify project stakeholders and verify their expectations in order to quantify project outcomes.
- Determine resource requirements for individual tasks, with input from stakeholders and guidance from a higher project authority, to determine project staffing levels and required competencies.
- Establish project organisation and structure to align individual and group competencies with project tasks.
- Allocate staff to the project with the approval of a higher project authority, to meet work requirements throughout the project life cycle.

Register for this course

Return a scanned copy of this page to:

info@im.edu.au – Australia

info@bluevisions.ae – UAE + MENA

infor@bluevisions.co.id – Indonesia + All of Asia

Or contact us at one of the locations below.

No. Of Participants

Contact Details

First Name : _____

Surname : _____

Company : _____

Phone : _____

Email : _____

Preferred City

Preferred Month

Contact Us

Australia Wide: 1300 988 899

Beijing: +8610 8587 2353

Doha: +974 4452 8175

Indonesia: +6221 2555 8789

Singapore: +65 6725 6365

UAE (all Emirates) : +971 4 452 3399

- Develop and use Human Resource Management methods, techniques and tools to implement procedures and plans to ensure clarity of understanding and ongoing HRM.
- Communicate designated staff responsibilities, authority and individual performance measurement criteria to the project team and other relevant stakeholders, to ensure clarity of understanding of the work and to provide a basis for ongoing assessment.
- Identify, plan and implement ongoing development and training of project team members to achieve Human Resource Management and overall project objectives, with agreement of a higher project authority.
- Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance and to encourage career progression.
- Implement processes to promote continuous improvement of staff, and take actions to improve staff and overall project effectiveness.
- Monitor and report internal and external influences on individual and project team member performance and morale to a higher project authority, if necessary, for remedial action.
- Implement established procedures for interpersonal communication, counselling and conflict resolution to maintain a positive working environment.
- Continually review stakeholder expectations to resolve expectation variance and to ensure project is on track to deliver expected outcomes.
- Identify and manage inter-project and intra-project conflict to minimise impact on achievement of project objectives.
- Identify and document human resource and stakeholder management issues, and recommended improvements, and pass on to higher project authority for application in future projects.

RPL and Credit Transfer

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- Recognition of prior learning (RPL).
- Credit transfer.

Audience

This course is targeted at those who are employed as:

- Project team member
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Small business operator in a wide range of industries
- Project records officer
- Project support
- Communications liaison
- Contracts officer
- Estimator and scheduler
- Quality officer

Delivery Strategy

This **one (1) day** program is engaging and will be led by our experienced trainers who have combined management experience and academic excellence.

Our program design and delivery is based on adult learning principles and experiential learning.

Participants will receive a *state-of-the-art* student manual with all reference material, PowerPoint presentations and activities, as well as the formal assessment.

PROGRAM OUTLINE

Day One

- Human Resource Planning.
- Staff Management Plans.
- Documenting Roles and Responsibilities.
- Documenting timing and quantity of resources.
- Acquiring project resources.
- Acquiring and developing the project team.
- Sources of resources.
- Training Techniques and Tools.
- The Five Dysfunctions of a Team.
- Project Management Styles.
- Leadership Styles.
- Motivating Performance.
- Conflict Management and High Level Strategy for Managing Conflict.
- Assessing Human Resource Management Effectiveness.