

# ExtraordinaryPM Mastery Programme

## Course Synopsis

The **ExtraordinaryPM Mastery Programme** focuses on the leadership and people skills essential to deliver projects successfully. This programme shows you the practicalities of leading and implementing projects. Effective mobilisation and engagement of the people involved in project delivery can make the difference between success and failure – traditional methodologies and project tools alone are not sufficient.

Participants are encouraged to experiment with implementing the **ExtraordinaryPM 5T's Framework** by using the practical techniques we share on the course, putting them into practice from the very start of the programme. This brings noticeable improvements to the participant's projects from the outset and ensures that this is not training that just 'sits on the shelf'.

The programme is run by highly experienced project and programme managers with over 30 years' experience of delivering transformational projects across a wide range of industries.

The programme is segregated into 7 course modules delivered remotely on Zoom. Each module comprises a blend of teaching, discussion, and mentoring. The programme is designed to run outside the normal business day as we know it is difficult to fit in personal development time whilst delivering a project.

Our participants have commented on our fresh perspective to project management training. We provide a holistic framework for the skills and approaches covered, with encouragement and support throughout the journey. Each programme is unique because participants have the opportunity to learn from others in the group as much as from the tutors.

## Who should attend and why?

The course is a personal development journey and we have found that people from all levels and backgrounds have benefited considerably. All you need is a learning mindset; a desire to have more tools, techniques, and approaches in your kit bag to enable you to deal with the complexities and challenges of the project world and the wider business context.

**Experienced project / programme managers** can benefit by:

- Re-igniting their passion for project management by reminding them what they already do well and the value of tools and techniques that they may have forgotten about
- Experimenting with different tools & techniques by trying them out in a safe environment
- Participating in a support network which is not always readily available in the workplace and interacting with a team of people with different perspectives and experience

**Workstream leads / Project Managers** can boost their career to the next level by:

- Learning to view their role from all the different perspectives they will need to manage as a senior project or programme manager
- Learning how to be most effective by mastering their time and playing to their strengths
- Demonstrating their ability to learn and use new tools and techniques
- Being part of a support network where they can safely ask for help and learn from the experience of others

**Project Team Members including PMO staff** can accelerate their project career by:

- Utilising their personal Cappfinity Strengths Profile™ to identify roles where they can add value
- Becoming more effective in their role by utilising some of the tools and techniques to enhance their people skills
- Understanding how they can lead - even if leadership is not an explicit part of their role
- Fast track their project experience by sharing in the wealth of experience available on the support calls

**Business people** can use this course to enable them to sponsor and lead more effectively in projects within their business, or just to take a different perspective on their business-as-usual activity by:

- Ensuring they are constantly aligned with the business objectives
- Understanding how to juggle the variety of demands placed on them in the workplace
- Understanding how they can work more effectively within their team
- Developing techniques to maximise their effectiveness by focusing on the right things
- Utilising tools and techniques to bring a fresh perspective and energy to their work

## Course structure and outline

The course is structured around the **ExtraordinaryPM 5T's Framework**. We focus on each of the 5T's over the 5-month duration of the Mastery Programme.

For each 'T' there are:

- Two teaching and Q&A sessions including tools and additional resources (weeks 1 and 2)
- Homework - putting the learning into practice through tried and tested exercises
- A group mentoring session (week 4) to review progress and insights triggered by the homework exercises and also to discuss specific work challenges

There is a workshop at each end of the programme. In the first workshop we get to know each other and create the foundation for the learning experience of the Mastery Programme. In the final workshop we consolidate the learning, share the areas of the programme which have had the biggest impact, and create a plan for on-going implementation of the 5T's Framework beyond the end of the programme.

## To summarise, the programme comprises:

- 🏠 **1-day workshop** (weekend) at the start getting ready for 'the extraordinary in you' to emerge
- 🏠 **15 x 90-min interactive sessions**
- 🏠 **1-day workshop** (weekend) at the end putting it all together, planning your next steps to extraordinary

## PLUS

- 🏠 **A personal Cappfinity Strengths Profile™** and report
- 🏠 **Full access to support materials and resources** during the course
- 🏠 **24/7 access to the resources in the ExtraordinaryPM Hub** online membership forum

## Course modules

The **ExtraordinaryPM Mastery** programme is run over 5 months and broken down into 7 modules:

### 1. Initial Workshop

The first workshop is designed for the participants to get to know each other, become familiar with the 5T's Framework and start working together as a group. We introduce the Strengths Profile™ so that participants can build on their unique talents during their mastery journey.

*\*The 5 Ts are Target, Terrain, Tribe, Time and Thrive*



### 2. Target

**Target** is more than just scope. In the Target sessions you will learn:

- How to get clear about the Target outcome for your project and your role within it
- To ensure that there is a 'Big Why' for both you and your project which you can use to guide decisions and keep focus
- How to bring the Target to life by demonstrating the power of writing it down and making it visible to stakeholders and colleagues
- How to use your Target to aid decision making
- How to keep on Target despite all the challenges a project will throw at you



### 3. Terrain

Running a project is a bit like running a marathon, you have to plan for the course, decide where you will need extra support and ensure you can complete the whole distance.

In the **Terrain** sessions you will learn:

- That Terrain is the context and the container that you are working within
- How to understand both the internal and external Terrain of your project and the levels that impact your role
- How to focus using different perspectives
- Where to focus your attention – the Time element of Terrain
- A cycle for checking your Terrain to ensure you are constantly aware and can spot any significant changes - preventing the project being blindsided by external factors not under the control of the project



### 4. Tribe

A **Tribe** is bigger than just the project team. In the Tribe sessions you will learn:

- To define who is in your Tribe including stakeholders, business users and other influencers so that your entire project team can play an active role in the Tribe
- How to build your Tribe and factors to consider when you can choose your Tribe
- How you communicate with your Tribe – recognising different styles and how to balance the preferred style of both you and your Tribe
- How to keep focus and manage conflicts within your Tribe
- What style of manager you are – how to lead and motivate your Tribe



### 5. Time

Our **Time** module is far more than just Time Management - managing a structured 'To Do list' is not enough. Instead, we focus on Time Mastery. In these sessions you will learn:

- How to use the concept of the cost/resource, quality, and the time triangle to manage your workload and to recognise elapsed time activities
- How to decide where to focus
- How you can make the biggest impact (do, delegate, or park)
- The power of a big picture in combination with a little picture focus and how to use them both effectively
- How to identify and manage demands that are a stretch (possible) versus a break (impossible)



## 6. Thrive

Extraordinary project managers know that people deliver projects and therefore it is essential that everyone stays healthy and happy throughout the project lifecycle.

In the **Thrive** sessions, you will learn how to really take care of yourself:

- Why Thrive is important for you, your whole Tribe, and the project itself
- Personal motivation and survival strategies
- The impact of positive versus negative management styles
- How to recognise your requirements and behaviours objectively
- Strategies for you and your team to Thrive

## 7. Final Workshop

The final workshop is a celebration of the journey you have been through. It gives you an opportunity to reflect on your key learnings and to embed them further. The output of this workshop is a personal plan for the next 12 months so that you can utilise and reinforce your learning from the **ExtraordinaryPM** programme on 'Project You' enabling you to continue to build your success in the workplace.

For more information about **ExtraordinaryPM Mastery** or to apply to join the programme, please email us at [info@extraordinarypm.com](mailto:info@extraordinarypm.com).