

A group of four professionals (three men and one woman) are gathered around a table in a meeting. One woman is standing and pointing at a document, while the others are seated and looking at it. The image has a blue overlay and a white border.

BEYOND TECHNICAL ABILITIES: LEVERAGING SOFT SKILLS TO MAKE AN IMPACT

JoJo Harris

Senior Vice President, Human Resources
The Jacobson Group

Day One

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AGENDA

Welcome and Introductions

Activity: Project Considerations

Activity: Project Teams

Review and Debrief

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WELCOME!

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ACTIVITY: EXAMINING PROJECT CONSIDERATIONS

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ACTIVITY: PROJECT CONSIDERATIONS

- What are 8-10 steps or considerations associated with your project?
- Write each item on a separate Post-it Note.



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ACTIVITY: PROJECT CONSIDERATIONS



- Turn to page 4 in your workbook.
- On the left side of your page, put all the Post-it Notes that include tasks.
- On the right side of your page, put all the Post-it Notes that are people-focused.

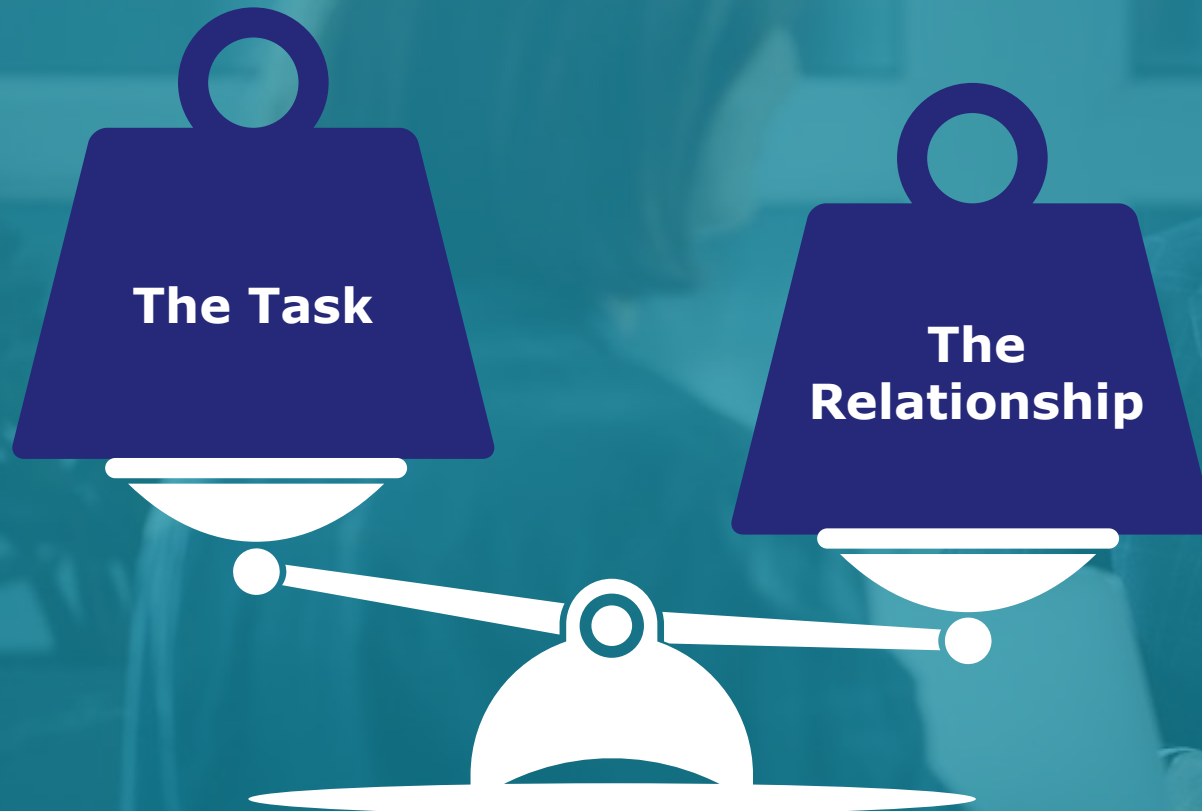


DISCUSSION

What do you see?

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BE PEOPLE-FOCUSED



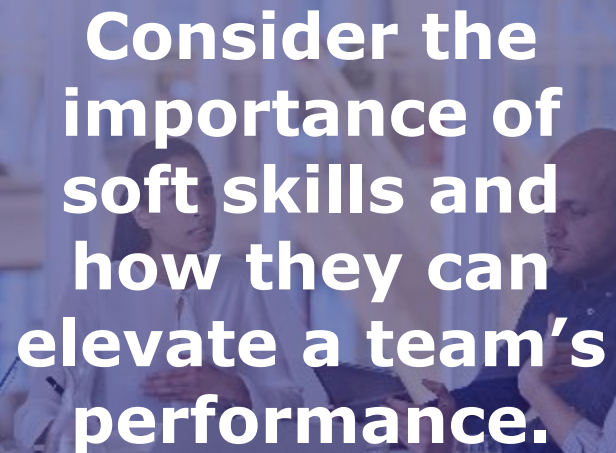
If you **focus on the people**, the process will follow. If you focus on the process, the people may or may not follow.

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WORKSHOP GOALS



Explore how to take a people-focused approach to projects.



Consider the importance of soft skills and how they can elevate a team's performance.



Identify how to best account for key stakeholders.

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ACTIVITY: ASSEMBLING EFFECTIVE PROJECT TEAMS

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ACTIVITY: ASSEMBLING PROJECT TEAMS

Let's start building your team

A group of people are gathered around a table in a meeting, with a blue overlay. The text is overlaid on the image.

Turn to page 5 in your workbook.

Write the names of people who could be on your team and why you want them on your team.

What are your considerations?

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DISCUSSION

Who is on your list
and why?

How can you best leverage
their unique skills and/or
perspectives?

What soft skills should be
considered when forming
this team?

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DAY 1

DEBRIEF AND HOMEWORK

Homework:

What were the best and worst teams you have been a part of?

Why were they that way?



BEYOND TECHNICAL ABILITIES: LEVERAGING SOFT SKILLS TO MAKE AN IMPACT

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Day Two

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AGENDA

Welcome and Refresher

Homework Review

Activity: Stakeholder Analysis

Review and Debrief

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RECAP: DAY 1

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HOMework REVIEW

- What was the best or worst team you've been a part of?
- Why was it that way?



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ACTIVITY: STAKEHOLDER ANALYSIS

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ACTIVITY: STAKEHOLDER ANALYSIS



- Turn to page 8 in your workbook.
- Make a list of everyone who will be affected by your project.

ACTIVITY: STAKEHOLDER ANALYSIS



- Turn to page 9 in your workbook.
- Build out the Stakeholder Analysis for each stakeholder.

STAKEHOLDER ANALYSIS

Share one stakeholder with your table. _____



What do you think about now to ensure each stakeholder is aligned?

What are actionable things you could do or say to bring them along?

What are some things you could be doing during your project to make sure their needs get met?

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A man and a woman in business attire are looking at a tablet together. The man is pointing at the screen while the woman looks on. The image is overlaid with a blue gradient.

DISCUSSION

Would anyone like to share one of their stakeholders with the larger group?

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What soft skills can be leveraged within your team to address your stakeholders' needs?

A woman with blonde hair and glasses, wearing a white shirt, is smiling and gesturing with her hands while talking to a man in a meeting. The man is looking at her with a surprised expression. They are sitting at a table with a laptop and some papers. The background is a blurred office setting.

DISCUSSION

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DAY 2

REVIEW AND DEBRIEF

Popcorn Share:

What is one thing you're taking away from this workshop?

What might you do differently in the future as a result of what you've learned during the workshop?



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**THANK
YOU**

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