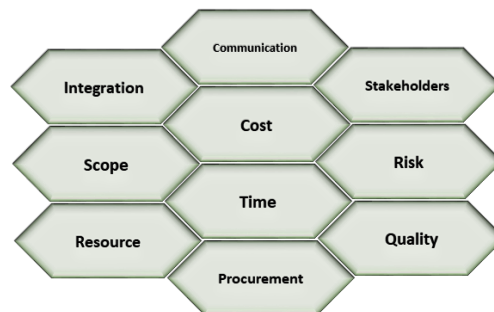


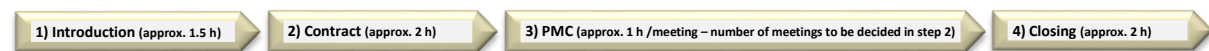
## PM-Coaching (PMC)

PMC is about optimizing your potential in Project Management. You decide what areas to improve. The figure below illustrate PMI: s\* Project Management Knowledge Areas and might give you some suggestions for improvement areas.



\*PMI ([Project Management Institute](http://Project Management Institute)) is a global organization for Project Management with over 3M users in more than 200 countries.

## PMC:s four steps



### Step 1 – Introduction

In a meeting we will establish your starting point. This will be used to document your specific goals and usually it's good to have 2-3 goals. It's important that the goals are realistic and measurable. Probably you already have some ideas what you want to improve.

During the introduction you will get to know me and able to decide if you want to proceed with me as your coach. As you already know successful coaching depends on a healthy relation between us. After the meeting you will get a proposal (quotation) and you will have a week or two to make the decision to continue or not. Regardless of your decision the introduction is free of charge and all created documentation is yours.

### Step 2 - Contract

In the second step we will look into how we will work together to meet your goals. This will be documented in your PMC plan. The plan will be integrated to fit your daily calendar and this is important since it will have an impact on the results. The plan will also be our contract that sets the expectations on the coach and you. I will coach you already in the design of your PMC plan. Note that you need to plan for some work on your own but that are usually things integrated in your daily role as a project manager.

Besides the booked time for our coaching sessions you will have free e-mail access with your coach with a guaranteed response time of 24 hours.

### Step 3 - PMC

This step is the implementation of your PMC plan. The calendar time depends on your goals and also what areas you selected. It will also depend on how we can integrate the plan in your daily calendar. You probably expect fast results and PMC will benefit from not being too stretched in time.

The coaching sessions will take place in approx. 1 hour meetings. As earlier mentioned PMC can require that you do agreed tasks in-between our sessions. This can be to apply certain ways of working or behaviors that connects to your goals. We will do carefully follow ups of this in our coming sessions. All or part of our meetings can be arranged on-line and depending on your location we can set for live meetings. These will take place at your workplace or at another specified location.

### Step 4 – Closing

PMC will be summarized and closed in a final meeting. Before this meeting you will receive and have time to study the PMC final report which includes a description of what we have done, how we implemented your plan and the results you have achieved.

The report will also include specific recommendations, tips and suggestions that you will be able to use in your role as a Project Manager and even actions that you can perform on your own for further development. The PMC final report will be our input in the closing meeting.

## About our Coaching

Our coaching is based on the so called GROW model:



We will explore your goals and how they fit your personal prerequisites for the wanted positions in your chosen areas (Reality). We will decide what actions or strategies that will benefit the highest level of goal fulfillment (Options). We will implement actions and plans in your real and daily PM work (Way forward). This will mean that we can solve some issues in our meetings and for immediately use. It can also mean that we plan for actions that you need to manage on your own but with support from us. We will always follow up your activities in our coming meetings.

Our coaching will be highly focused on finding solutions that will make it possible to reach your goals without any delay. This means that PMC also includes an active mentoring from our coach. Specific experiences will be shared and you will also get access to our coach's network.

The purpose of each coaching session is that you shall be able to get something that you can use immediately or that we have a strong plan for creating change or improvement.

## Tomas Linhard – your Coach

How to become a more skillful Project Manager (PM)? During my years in the PM business I have met many PM:s that have daily struggles with their projects and also with people that sometimes "get it" and sometimes don't. Almost everybody has been motivated to become a better or more efficient PM. A direct and brutal definition of efficient is that everything needs to be faster and cheaper. After a meeting with Howard, the PM for "Project Communications" at the 2012 London Olympics, I asked him:

– "What is the key to more efficiency in Project Management?"

– "Most things I do is about keeping my stakeholders happy, that's the key to the flow", Howard answered without any hesitation.

Besides the athletes and the different sports events the "Project Communications" is probably the engine of every Olympics. This project includes management of TV-networks, telecommunications, transports, media and even the structure for how to use the race-clocks for time taking. In other words a quite complex project.

So how to make everybody happy? Regardless of projectsize and if the goal is a product, service or maybe a change, the important thing will be the PM:s self-reliance. Self-reliance is about two things; your competence and how you can implement your knowledge in the daily PM work. Howard had enough self-reliance and "Project Communications" was a success.

My coaching is about helping you to become a better PM. It will be based on the two things behind self-reliance. That's why my experience can be a valuable contribution in your journey. I hope to see you!

Regards

Tomas



Tomas is the owner, CEO and Senior Consultant of Tomas Linhard Management Development Ltd.

With 30 years of experience in Project Management he is happy to share his learnings.

Certifications:

PMP (Project Management Professional)  
 TMP Consultant (Team Management Profile, TMS)  
 IDI Consultant (Interpersonal Dynamics Inventory, IDI)  
 ESI-Certified Business Instructor  
 Certified football coach (Swedish Football Association)

