



"Often, it is not the content
that matters, but what's
going on underneath."

Marleen de Boer
UWV

8,5

COURSE

THE PERFECT KICK OFF

The Practical course for project managers

"Hassle is always
there, the question is
how to cope with it."

Rob Kuiters
HVO-Querido

THE PERFECT KICK OFF

Course leader



Jane Zuidema
Author of the book
The Perfect Kick Off



THE PERFECT KICK OFF

During 5 sessions with lots of practical tools and 2 methods of analysis, you will make an analysis of (your own) projects. Further, we show several strategies and we present the newest insights in planning techniques and behavioural patterns.

IN SHORT

Daily routine of a project manager and her or his team members is central in this course:

- What does the **phase of matureness** of my organisation have to do with the kind of resistance I can expect?
- What kind of resistance is healthy and necessary and how do I deal with the '**unhealthy part**'?
- How do I keep the **team process in a flow** when new team members constantly join the team?

A

How to
create a
team?

B

Why are
stakeholders so
difficult to
manage?

C

How to make
planning a team
builder instead of
something
following the facts?

FOCUS ON ROUTINE



PROGRAMME

SESSION (2 DAY PARTS)

Part 1:

INTAKE: Force field analysis organisation

- Nightmare top 4 in projects
- What makes a team strong?
 - Fuss
 - Odour
 - Behavioural diversity
- Guest speaker Pierre Capel on the brain
- Developmental phases of an organisation and the consequences for projects

SESSION I (2 DAY PARTS)

Deel 2:

INTAKE: Personal behavioural preferences

- Each student will take a behavioural preference test
- NeuroColor, Insights or MMI
 - Personal behavioural preference
 - What are the consequences of behaviour for lead times?
 - What is behavioural diversity from a biological point of view?
 - Team profiles and 'blind spots'
 - How to use the team contract?

OUTPUT

Analysis of your organisation

- Maturity phase
- Psychological footprint
- Do's and don'ts

OUTPUT

- Insight in individual behavioural preferences and consequences for style of leadership
- Insight in consequences of team preferences on team contracts
- Do's and don'ts
- Plan of action

PROGRAMME

SESSION II (1 DAY PART)

INTAKE

Philips Lean Decision Based Scheduling

A Philips based logic in decision making for planning

- What are the advantages?
- 4 levels:
 - Level 0: the projects and milestone planning
 - Level 1: decision making logic of the project
 - Level 2: planning of work packages
 - Level 3: activity planning of work packages

OUTPUT

**New planning tool:
Lean Decision Based
Scheduling**

SESSIE III (1 DAY PART)

INTAKE

Hassle or team matureness

- What is fuss?
 - Biologically
 - Psychologically
- What is the role of hassle in a?
- What kind of 'Fuss' has your personal preference?
- Role of the project manager during fuss

OUTPUT

- **Pro active recognition of 'favourite' fuss**
- **Intervention tools**
- **Collective preventive approach for project teams**

PROGRAMME

SESSION IV (1 DAY PART)

INTAKE

Real time info flow

- Lean info flow tool
- Recognising time structuring

Personal work plan analysis

You will make your personal analysis of your role/preferences and create a project leader or project member profile as well as a work plan for you team

- What am I good at?
- In which respect should my menu be expanded?
- What will be my approach towards my team?

OUTPUT

- **Communications tools that are applicable on the spot**
- **Personal work plan**
- **How will I approach my team?**

SESSIE V (1 DAY PART)

The Perfect Kick Off

- Students perform in a simulated Kick Off session using all tools discussed.

Closure: short individual feedback from the course leader

OUTPUT

Each student will have a personal coaching session to conclude the course

THE PERFECT KICK OFF

REVENUE

Many concrete dynamics-tools, immediately applicable:

Lean Decision Based Planning

The newest method of planning, which simultaneously is a perfect team exercise.

Force field analysis

Insight in internal (stakeholders) as well as external dynamics...

For what kind of resistance can you prepare yourself?

Lean info flow methodiek

Communications method based on giving and receiving and focused on the optimal performance of the brain.

Methodology of drama triangle

How to discover 'fuss' in time and how to turn this into the script of winners' triangle?

Multi teaming assessment

Shows roadblocks concerning time. Human Resources.

NeuroColor

Next generation behavioural preference analysis. Each student will take a NeuroColor behavioural preference test.

Modules for your Kick Off programme

Instructive videos and exercises

"Totally different from traditional project management training."

Rob Kuiters
HVO-Querido

"Directly applicable in my work!"

Olger Gerestein
Hornbach

*"This course teaches the things that are **truly important.**"*

Rob Kuiters
HVO-Querido

"Learned a lot about myself and my behaviour."

Willem Jan de Vries
Adema Architecten

OPEN REGISTRATION

Investment

1 session 1 day and 4 meetings
of 1 day part

- €3.200,- per student
(exclusive of VAT and
location costs)
- Each student receives a
copy of the book “The
Perfect Kick Off” in Dutch.
- Each student will take a
behavioural preference test.

For whom?

For the experienced project
manager, for further expertise
and ideal for starting project
managers who want to learn
about complex dynamics in a
project.

SIGN UP

Spring or autumn. Start date in
agreement with the students.



☐ Yes, keep me informed when
the course starts.

My e-mail: _____

☐ Yes, I sign up _____

Location: Papendorp, Utrecht.