Matrix Management
Sharing Talents and Skills for Superior Performance

25 - 29 Nov 2019, London
29 Jun - 03 Jul 2020, Istanbul
29 Nov - 03 Dec 2020, Dubai
Why Choose this Training Course?

Matrix management is a structure that uses specialist staff from different functional areas to work on projects or assignments being led by project managers. Staff in the matrix structure have two managers – their functional manager and their project manager. The functional manager maintains the line of authority over the day to day issues such as work allocation, performance, sign offs, etc. while the project manager has authority over the issues related to the project.

Since staff have to work and share information with staff from other areas, matrix management allows greater flexibility across organizations, provides staff with variety and the opportunity to apply their specialist knowledge, selects staff to suit the requirements of the project, and breaks down silos.

This AZTech training course is an ideal breakthrough into the essential concepts of Matrix Management and how organizations can effectively deal with complex issues like problems, role ambiguity and conflicts. The course breaks down the fundamental principles and processes needed to ensure success when leading matrix-managed teams. It provides trainees with the opportunity to experience different methods, tools and techniques which will enable leaders to improve performance, achieve desired results and approach the role with confidence. Practical application is the prime focus of the work shop.

This training course will feature:

- Challenges and benefits of Matrix Management in the workplace
- Varieties of Matrix Management styles
- Establish an effective matrix model
- The challenges of leading, integrating and motivating a matrix team
- Insights into the fundamentals of project management
- Succeeding as an employee in a Matrix Management situation
- Strategies to perform key managerial functions in the teams
- Development of a robust personal action plan

Who is this Training Course for?

This training course is designed for anyone working across multiple functions, business units and locations, employees reporting to more than one manager in more than one location, anyone who regularly works on multiple project teams and for everybody who operates in a Matrix structure or a matrix team, of any organization in any industry segment and/or business sector.

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Senior and Line Managers
- Project Managers
- Group Leaders and Team personnel
- Shift and Supervisory staff

What are the Goals?

By the end of this training course, participants will be able to:

- Clarify the differences in style and approach between a traditional manager and a matrix manager
- Adopt a variety of practical methods and specific tools and techniques to lead a matrix-based team effectively
- Clarify roles and delegate authority seamlessly
- Manage diverse and complex reporting lines
- Motivate teams to solve conflict themselves without relying on sources outside the matrix
- Resolve inter and intra group conflict
- Deal with difficult people within the matrix
- Prevent and manage conflicts effectively
- Identify and manage stakeholders effectively

How will this Training Course be Presented?

This AZTech training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes interactive facilitation, direct input, delegate discussions, case studies, reviews, interactive exercises and short video clips.

Suitably tailored training materials will be provided, and the facilitator will provide a balance of structured input and discussion of case studies, critical incidents and scenarios relevant to your own particular context.
The Course Content

**DAY ONE:**
Getting a Grasp on Matrix Teams

- Introduction: What is Matrix management?
- The 5W1H (What, Who, When, Where, Why & How) of matrix-managed teams
- The dimensions of matrix team working: Functional, Cross-functional, Global, Extended
- The implications of teams having two ‘chains of command’
- The advantages and challenges of matrix teams
- The outputs of matrix management: Leadership and management perspectives

**DAY TWO:**
Leader’s Roles in Matrix Teams

- Matrix vs Traditional teams: Differences in leadership, decision making and collaboration
- Expectations on the matrix team leaders
- Becoming accountable to the needs of the team
- How to maintain focus and demonstrate concern
- Appropriate level of involvement and control
- Providing direction working inside the group vs positional authority
- Cross-functional accountability for matrix team leaders

**DAY THREE:**
Key Behaviours and Skills Required

- The skills, qualities and attributes needed in matrix management
- Understanding impacts of leaders’ style and influence on the team
- Communicating and controlling at appropriate levels for matrix team leaders
- Developing a passion to release potentials in team members
- Delivering performance effectively in a complex environment
- Managing Projects: Lifecycle, tools, triple constraints, and critical success factors

**DAY FOUR:**
Establishing a Matrix-based Team – Tools and Techniques

- The makeup of high performing matrix teams
- Group process facilitation – enabling the team to achieve
- Team problem solving – encouraging collaboration and collective management control
- Team decision making – empowering the team to reach their own decisions based on team’s charter
- Team communication – representing the voice of the team within the wider organization
- Increasing engagement and staying connected

**DAY FIVE:**
Advanced Matrix Leadership Requirements

- International considerations such as cultural drivers, language and time differences
- Developing mutual understanding and cultural sensitivity
- Improving communication: when and how
- Tools and techniques for influencing and virtual communication
- Preventing and managing conflict
- Application Planning - Developing a practical application plan focused on your own specific matrix team

**COURSE SCHEDULE:**

- 25 - 29 Nov 2019, London
- 29 Jun - 03 Jul 2020, Istanbul
- 29 Nov - 03 Dec 2020, Dubai

**THE CERTIFICATE:**
AZTech Certificate of Completion for delegates who attend and complete the training course
Matrix Management
Sharing Talents and Skills for Superior Performance

Hotel Accommodation
Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

Event Disclaimer
We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/ or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

Cancellation & Substitution
You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

Event Disclaimer
We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/ or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

4 Ways to Register
Toll Free: 800-AZTECH
Telephone: +971 4 427 5400
Fax Number: +971 4 427 5401
Email Address: info@aztechtraining.com
Visit our website: www.aztechtraining.com

Certification
AZTech Certificate of Completion for delegates who attend and complete the training course

Download Training Plan 2020
Scan this code with your smart phone to download Training Plan 2020

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

Connect with us: training.aztech @aztech_Training aztechtraining aztechorguk