

“DELIVERING SUCCESSFUL PROJECTS” WORKSHOP

Sponsored by EBRD’s Municipal & Environmental Infrastructure Team
Joint Vienna Institute

5th to 10th of March 2017

DAY	TIME	SESSION
Sunday, 5 th of March	19:00 – 22:00	Welcome Reception
Monday, 6 th of March	09:00 – 09:20	JVI Housekeeping and Logistics, Welcome Speech from the JVI Director
	09:20 – 09:30	Workshop Agenda overview
	09:30 - 10:30	The Role of Communication in Implementing Successful Projects (<i>Ute Bühler</i>) <ul style="list-style-type: none"> Assessing and analyze your message Communication styles, types
	10:30 – 10:50	Coffee Break
	10:50 – 12:00	The Role of Communication in Implementing Successful Projects (<i>Ute Bühler</i>) <ul style="list-style-type: none"> Self-assessment Case study
	12:00 – 13:30	Lunch Break (group photo will be taken prior to lunch)
	13:30 – 14:45	Quiz: Would You Like to Become a Procurement Strategist? (<i>Mirjana Stankovic</i>)
		EBRD Project Delivery Strategies and Procurement (<i>Pavel Linnik, EBRD</i>)
	14:45 – 15:00	Coffee Break
	15:00 – 16:50	Procurement Strategies, Part One (<i>Mirjana Stankovic</i>) <ul style="list-style-type: none"> Public Procurement Principles Procurement Cycle and Procedures Group Exercise: Procurement Planning/Choosing the Right Strategy
	16:50 – 17:00	Day One – feedback & recap of the day
Tuesday, 7 th of March	09:00 - 10:30	Procurement Strategies, Part Two (<i>Mirjana Stankovic, Pavel Linnik</i>) <ul style="list-style-type: none"> Group Analysis of Case Studies: Violations of Procurement Principles and Procedures and Wrong Procurement Strategies
	10:30 – 10:50	Coffee Break
	10:50 – 12:30	Procurement Strategies, Part Two (<i>Mirjana Stankovic, Pavel Linnik</i>) <ul style="list-style-type: none"> Tips for Procurement Due Diligence Plenary Discussion
	12:30 – 13:30	Lunch Break
	13:30 – 15:00	Key Elements of Project Leadership and Management (<i>Ute Bühler</i>) <ul style="list-style-type: none"> Personal Development KYS, KYE Different leadership styles in different situations
	15:00 – 15:20	Coffee Break
	15:20 – 16:50	Key Elements of Project Leadership and Management (<i>Ute Bühler</i>) <ul style="list-style-type: none"> Leadership self-assessment Case study
	16:50 – 17:00	Day Two – feedback & recap of the day

DAY	TIME	SESSION
Wednesday, 8th of March	09:00 - 10:30	Understanding basic Financial Reporting (Mirjana Stankovic) <ul style="list-style-type: none"> Fundamentals of Project Financial Reporting: Why, When and How? Key Indicators of Financial Performance
	10:30 – 10:50	Coffee Break
		Understanding basic Financial Reporting (Mirjana Stankovic) <ul style="list-style-type: none"> Understanding Contractual Conditions for Grant/Loan Monitoring Basic Tips for Good Financial Reporting
	12:30 – 13:30	Lunch Break
	13:30 – 15:00	Building Successful Project Teams (Ute Bühler) <ul style="list-style-type: none"> Team development Steps of team development, challenges The 3 As: Accountability, Ability, Authorization
	15:00 – 15:20	Coffee Break
	15:20 – 16:50	Building Successful Project Teams (Ute Bühler) <ul style="list-style-type: none"> How to empower people Group exercise Role plays
	16:50 – 17:00	Day Three – feedback & recap of the day
	19:00 – 22:00	Group Dinner
Thursday, 9th of March	09:00 - 11:20	EBRD presentations Green Cities and Environmental Challenges (Nigel Jollands) Municipal and Environmental Infrastructure Business Model (Josip Polic)
	11:20 – 11:30	Coffee Break
	11:30 – 12:30	Participants' prepared individual cases/situations: Group exercise, team discussion, experience sharing, finding solutions, role play
	12:30 – 13:30	Lunch Break
	13:30 – 15:00	Participants' prepared individual cases/situations (Ute Bühler / Mirjana Stankovic) <ul style="list-style-type: none"> Group exercise, team discussion, experience sharing, finding solutions, role play
	15:00 – 15:20	Coffee Break
	15:20 – 16:50	Participants' prepared individual cases/situations (Ute Bühler / Mirjana Stankovic) <ul style="list-style-type: none"> Group exercise, team discussion, experience sharing, finding solutions, role play
	16:50 – 17:00	Day Four – feedback & recap of the day
Friday, 10th of March	09:00 - 10:30	Negotiation Skills (Ute Bühler) <ul style="list-style-type: none"> Developing useful Negotiating Skills Challenges, Tips
	10:30 – 10:50	Coffee Break
	10:50 – 12:30	Negotiation Skills (Ute Bühler) <ul style="list-style-type: none"> Role play
	12:30 – 13:00	Workshop summary - final questions, comments and conclusions (Ute Bühler, Mirjana Stankovic & Veneta Miteva) <ul style="list-style-type: none"> Closing remarks & Workshop evaluation Certificates