



3 Top Tips to Effectively Manage an L&D Project

It may seem obvious but one of the biggest factors contributing to the success of any L&D project is how well it is managed. An otherwise successful project will crash and burn if it is not managed appropriately, it's crucial to ensuring proper planning, management, and execution.

Here are a few tips for effectively managing an L&D project:

❖ **Open Communication**

One of the most important components of managing a project successfully is communication. According to research, 59% of workers say communication is their team's biggest obstacle to success, followed by accountability (29%). In order for everyone to successfully and efficiently do their part of the project, communication must be consistently present.

A few benefits that justify the importance of communication in project management include:

- Relaying Information
- Receiving Information
- Change in Situation
- Discussing Problems
- Bridging the Language Gap



❖ **Be Flexible and Agile**

Another important aspect of managing a project is having the ability to be flexible. Throughout any project, different situations arise that may alter the original plan. In order to manage the project



successfully, you must be able to adapt to these changes. Being flexible while managing a project helps you to successfully re-assign different tasks and shift deadlines when appropriate. With so many “hands on deck” in most projects, it is highly likely that an unexpected change will come up. You must be able to adjust the project accordingly and be agile in your approach.

❖ **Assign Clear and Specific Individual Roles and Tasks**

The final tip for effectively managing a project is to assign specific and clearly laid out tasks to each member of the project team. By clearly defining roles for the project, you will improve efficiency and also avoid overlap of work. The best way to slow up and minimise the effectiveness of a project is by having the same work being done by multiple people. Having team members who understand their roles and have a clear vision of how their responsibilities contribute to the end goal will help you successfully manage a project to completion.

To maintain your personal impact within the organisation, it is crucial for you to manage effectively the investment of time, resources, and money that is put into large projects.

