



Leading Effective Project Reviews

Benefits of this training

This one-day training course is delivered as a highly interactive operational seminar. It is designed to help managers transform project review meetings and reporting sessions into high-value opportunities for both them and their teams.

Learning objectives

- Understand the key success factors behind effective reporting meetings and project or operational reviews.
- Understand the expectations of participants involved in review and reporting sessions.
- Develop a practical understanding of proven win-win practices and lessons learned from real-life experience.
- Practice and apply these approaches through realistic case studies.
- Build a personal operational improvement plan to enhance the effectiveness of future reviews.

Teaching approaches

The training combines theoretical sessions (approximately 20%) with practical application workshops (approximately 80%) in groups of 4 to 6 participants, based on a complex-project case study.

At each stage, participants practice proven methods and best practices for conducting effective project reviews and performance discussions.

The learning approach is intensive, highly interactive, and designed to stimulate collective intelligence and peer learning.

The training relies on large-format A0 visual boards and follows a "zero-slide" facilitation approach, encouraging engagement, collaboration, and operational focus.

Target audience

Managers responsible for project, programme, or business performance reviews,...

In-house training

Duration: 1 Day

Presential or Remote learning
Customization possible

Language: English or French

Prerequisites: none

Recommendations:
none

Access timeframe: 2 weeks

Implementation timelines:
Based on the analysis of the client's needs

Evaluation:
Self-assessment of prior knowledge at the start of the training program
Self-Assessment form upon completion of Training

Methods used for the workshop:
In full-group and sub-groups, role-playing based on a central case study

5 to 12 participants

Accessibility for disabled people:
Yes, please contact us to discuss options

Prices: Please, contact us



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Approach

Based on participants' feedback and a benchmark of project review and reporting practices across industry:

Identify the Key Success Factors for Effective Project Reviews and Reporting Processes

Develop a Practical Understanding of Best Practices

- Clarify the expectations of participants involved in project reviews and reporting meetings.
- Adapt your management approach and leadership style to different situations and stakeholder profiles.
- Integrate the concepts of strategy and intent to effectively lead project reviews and reporting sessions.
- Structure the typical flow (storyboard) of a project review or reporting meeting.
- Practice through realistic case studies to apply the principles, behaviours, and roles identified.
- Share and consolidate best practices to be applied during future project reviews

Develop a Personal Improvement Plan

- Identify areas for improvement in your review and reporting practices.
- Define concrete actions to enhance the effectiveness and value of future project review and reporting sessions.



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Key Figures

More than **20,000 participants** worldwide over nearly **20 years**.

For **90%** of participants (*), the training pedagogical progress is perfectly matching their needs.

97% of participants (*) highlight our trainers' ability to bring knowledge to life, drawing on their real-world professional experiences.

Our training programs meet the objectives (**) for **93%** of the participants (*)

(*) Period from January 2025 – December 2025

(**) usefulness of the content for professional development and overall satisfaction of the training