Project Management Communication

2 DAY COURSE
$749 CII members/$989 for non-members

Description:
In this training, participants are exposed to the skills required to analyze and disseminate all relevant project information in an effective and timely manner. They are also trained in how to prepare for and conduct project meetings and correspondence. They learn how to develop a communication management plan and acquire techniques for improving the communication of information to all project stakeholders. Topics include: 1.) targeting an audience, 2.) addressing perceived needs, 3.) identifying actions that need to be taken and 4.) Establishing timetables for action.

Objectives:
Upon completion of this training each participant will be able to:
- Identify good communication techniques for leading project teams
- Identify and use communication techniques for managing stakeholders
- Identify the elements of a good Communications Plan.
- Identify how to develop a communication management plan and acquire techniques for improving the communication of information to all project stakeholders.
- Leverage good communication in order to gain support for your projects
- Learn skills needed to analyze and disseminate all relevant project information in an effective and timely manner.
- Comprehend how building collaborative relationships across the organization impacts project and organizational success
- Understand audience targeting, addressing perceived needs, identifying required actions, and establishing timetables for action.
- Understand prepare for and conduct project meetings and correspondence.
- Explain how to build an effective network of support.
- Learn skills needed to analyze and disseminate all relevant project information in an effective and timely manner.
- Learn to develop a communication management plan and acquire techniques for improving the communication of information to all project stakeholders.
- Recognizing who the stakeholders are.
- Building an effective network of support.
- Understanding the stakeholders' values and priorities.
- Constructing a Communications Plan.
- Understanding how radical innovations affect product development.

Course Outline:
1. Safety Moment
2. Introduction
3. Manage Stakeholders

4. Workshop #1 - Stakeholder Management Plan
5. Communications Planning
6. Workshop #2 - Develop Communications Plan
7. Meetings/Correspondence
8. Workshop #3 - Meeting Preparation
9. Special Meetings
10. Workshop #4 - Project Gate Review
11. Performance Reporting
12. Workshop #5 - Performance Report Analysis
13. Change Management
14. Workshop #6 - Change Management Reporting
15. Summary and Feedback
16. Closing Remarks

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