

Course Name: Communications Skills for Project Managers

Area of Study	Classroom Hours:
Project Management Fundamentals	7

Description:

According to the Project Management Institute, over 80 percent of a project manager’s job is communication—yet most project management courses hardly discuss it. Communications Skills for Project Managers provides practical advice and strategies for ensuring success, even in the face of shifting organizational priorities, constantly evolving expectations, and leadership turnover. This important course gives participants the skills they need to keep everyone in the loop.

Even a project that is brought in on time and on budget can be considered a failure if those outside a project team haven’t been kept informed. This course provides students with the skills they need for ensured project success, every time.

- Common Elements for All Communications
- Communicating about Problems, Scope Changes, and with Operations
- Crossing the Finish Line
- Developing Support for New Business Processes, Communications for the Project, and the Operations Integration Plan
- Establishing the Team and Communicating with the Business
- Handling Competition with other Initiatives
- Linking Projects and Strategy Through Effective Communications
- Overcoming Resistance to Change
- Preparing Operations to Accept the Deliverables, and the Leadership
- Presenting to Stakeholders during Project Execution
- Providing Feedback to Your Project Team
- Using Communications to Handle Risk
- Writing the Case for Change, the Close-Out Report, the Project Charter, and the Project Plan Memorandum for the Executive Team

Students enrolled for this course should have the following:

Students should have a good understanding or work background in project management prior to enrollment.

Upon successful completion of this course, students will be able to:

- Keep those on the project team—as well as upper management—involved and informed
- Establish a plan for communication
- Effectively present to stakeholders
- Compete with other initiatives within the organization
- Convey reasons for change