

Project Communications Management – 1 Day

*PDU*s – 6.5

PMI's Talent Triangle Breakdown

Technical - 3.25

Leadership - 3.25

PMI's Certification Breakdown

PMP/PgMP - 6.50

PMI-ACP - 3.25

PMI-SP - 3.25

PMI-RMP - 3.25

PfMP - 3.25

PMI-PBA - 3.25

Course Description: This one-day course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.

Course Objectives:

Objective 1: Analyze the value of project interviews

- Evaluate how to approach people
- Identify perception
- Examine what impacts project perception
- Compare reducing perception differences

Objective 2: Discuss how to gain understanding

- Demonstrate what to do when you mess up
- Analyze communication styles
- Develop ways to increase understanding
- Compare kinds of project communication
- Describe what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult
- Identify questions to ask if miscommunication is common

- Detail characteristics of a poor listener
- Predict obstacles of listening during projects
- Examine project communication channels

Objective 3: Define project management's role in project meetings

- Describe ingredients of effective project meetings
- Evaluate receiving feedback on performance
- Design responses to negative project feedback

Project Communications Management - 1-1/2 Day

*PDU*s - 9.5

PMI's Talent Triangle Breakdown

Technical - 3.25

Leadership - 6.25

PMI's Certification Breakdown

PMP/PgMP - 9.5

PMI-ACP - 6.25

PMI-SP - 6.25

PMI-RMP - 6.25

PfMP - 6.25

PMI-PBA - 6.25

Course Description: This one-and-a-half-day course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Identify perception

- Examine what impacts project perception
- Compare reducing perception differences

Objective 2: Discuss how to gain understanding

- Demonstrate what to do when you mess up
- Develop ways to increase understanding
- Compare kinds of project communication
- Describe what communication should be communicated online
- Identify questions to ask if miscommunication is common
- Evaluate verbal softeners
- Predict obstacles of listening during projects

Objective 3: Define project management's role in project meetings

- Describe ingredients for effective meetings
- Evaluate receiving feedback on performance

- Compare how to communicate with people from different generations
- Compare various types of written and verbal communication
- Examine barriers to communication
- Describe types of listening
- Evaluate performance reviews and status reports
- List network models
- Examine how to conduct a Lessons Learned

Objective 4: Define the processes in Project Communications Management

- Detail the process of Plan Communications Management
- Detail the process of Manage Communications
- Detail the process of Monitor Communications

Project Communications Management - 2 Day

*PDU*s - 13

PMI's Talent Triangle Breakdown

Technical - 11.00

Leadership - 2.00

PMI's Certification Breakdown

PMP/PgMP - 13.00

PMI-ACP - 2.00

PMI-SP - 2.00

PMI-RMP - 2.00

PfMP - 2.00

PMI-PBA - 2.00

Course Description: This two-day course will focus on ways to use project communication and communication theories as a way to influence others within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Analyze the value of project

interviews

- Evaluate how to approach people
- Identify perception
- Examine what impacts project perception
- Compare reducing perception differences

Objective 2: Discuss how to gain understanding

- Demonstrate what to do when you mess up
- Analyze communication styles
- Develop ways to increase understanding
- Compare kinds of project communication
- Describe what communication should be communicated upline
- Examine reasons why communicating upline is extremely difficult
- Identify questions to ask if miscommunication is common

- Evaluate verbal softeners
- Detail characteristics of a poor listener
- Predict obstacles of listening during projects

Objective 3: Define project management's role in project meetings

- Describe ingredients of effective meetings
- Evaluate receiving feedback on performance
- Design responses to negative project feedback

Objective 4: Examine techniques for disagreeing

- Discuss caution signs that a disagreement is turning into a conflict
- Formulate seven stages of intergroup conflict in project teams
- Describe ways to reduce intergroup conflict in project meetings

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Objective 5: Define the processes in project

communications management

- Detail the process of Plan Communications Management
- Detail the process of Manage Communications
- Detail the process of Monitor Communications