

Project Management (Effective Communication & Partnership)

Tokyo (Japan)

3 - 7 March 2025

UK Training

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Project Management (Effective Communication & Partnership)

Code: PM28 From: 3 - 7 March 2025 City: Tokyo (Japan) Fees: 4700 Pound

Introduction

Welcome to the Project Management training course on Effective Communication and Partnership. This comprehensive course is designed to equip participants with essential project management skills to manage projects successfully by enhancing communication strategies and fostering strong partnership development. Participants will learn to navigate project coordination, engage stakeholders effectively, and utilize collaborative strategies that drive project success.

Course Objectives

- Understand the fundamentals of project management and its key stages.
- Develop effective communication strategies tailored to various stakeholders for better stakeholder engagement.
- Build and manage successful project partnerships and collaborative teams.
- Apply practical tools and techniques for project communication and coordination.
- Enhance leadership in projects to foster a collaborative and productive environment.
- Strengthen interpersonal skills to facilitate better teamwork dynamics and problem-solving.

Course Outlines

Day 1: Project Management Fundamentals

- Introduction to project management and understanding project management basics.
- Overview of the project life cycle and project management stages.
- Key project management processes for planning and execution.
- Roles and responsibilities of a project manager and the importance of leadership in projects.
- Overview of project management tools and techniques for effective project planning.

Day 2: Effective Communication in Projects

- Theories and models of communication in project management.
- Identifying key stakeholders and understanding their communication needs for improved stakeholder engagement.
- Crafting a strategic communication plan to facilitate smooth project operations.
- Tools for business communication and practical use e.g., meetings, emails, reports.
- Strategies for overcoming communication barriers and ensuring clear, effective exchanges.

Day 3: Building and Managing Partnerships

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The text 'UK Training PARTNER' is overlaid on the board.

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- The significance of partnerships in projects and their impact on project success.
- Identifying potential partners and stakeholders for successful collaborations.
- Building trust and fostering team collaboration to ensure productive partnerships.
- Negotiation techniques for establishing partnership agreements.
- Managing and sustaining partnerships throughout the project lifecycle.

Day 4: Advanced Communication Strategies

- Techniques for conflict resolution and mediation within project teams.
- Influencing and persuasion strategies to enhance leadership and communication impact.
- Effective listening skills as part of interpersonal communication.
- Strategies for communicating effectively in virtual teams.
- Utilizing technology to improve organizational communication and project coordination.

Day 5: Practical Application and Case Studies

- Case study: Analyzing a successful project that utilized effective project communication.
- Group exercise: Developing a comprehensive project communication plan.
- Role-playing scenarios to practice managing partnerships and addressing challenges.
- Review of key learnings from the course and practical tips for applying them in real projects.
- Final assessment and participant feedback for ongoing improvement.

Conclusion

This training course provides participants with the necessary knowledge and skills to effectively manage project communication and build strong partnerships for successful project outcomes. With a deep understanding of project management principles and advanced communication techniques, participants will be equipped to apply collaborative strategies, enhance teamwork dynamics, and achieve consistent project success.

This program ensures participants are prepared to lead their teams effectively and apply project management techniques for continuous improvement.

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