

Course Description

Communication Skills for Project Managers AMS1032

7 Professional Development Units/ 6 on-line
7 Education Hours/ 6 on-line



Overview

Project Managers are being called upon for more and more business related activities. In the past a project manager was focused on the hard skill areas of scheduling and planning, however in today's ever changing business landscape the project manager's role has taken on a much wider spectrum of responsibilities. A project manager must be able to communicate through various channels, make presentations and deliver crisp accurate communications as part of their daily activity. This program focuses on the techniques needed to write solid project proposals, design change documents and communicate upward and sideways in a cross functional project environment.

Learning Objectives

- Understand the changing role of the project manager and associated business acumen
- Learn best practice skills to create presentations within the project environment
- Define communication protocols that allow for cross functional accountability
- Learn techniques to write requirements, change, scope and general correspondence effectively
- Practice the interpersonal skills required to communicate effectively

Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by hands-on exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

Delivery Options

Duration

1 day/ on-line 6 hours

Who Should Attend

Any project Manager who is responsible for team leadership and reporting who wishes to enhance their ability to communicate more effectively.