



Consulting and Training | Reach New Heights

Course Name

Advanced Project Communication Skills

Sector Name

Project & Contract Management

Document Type

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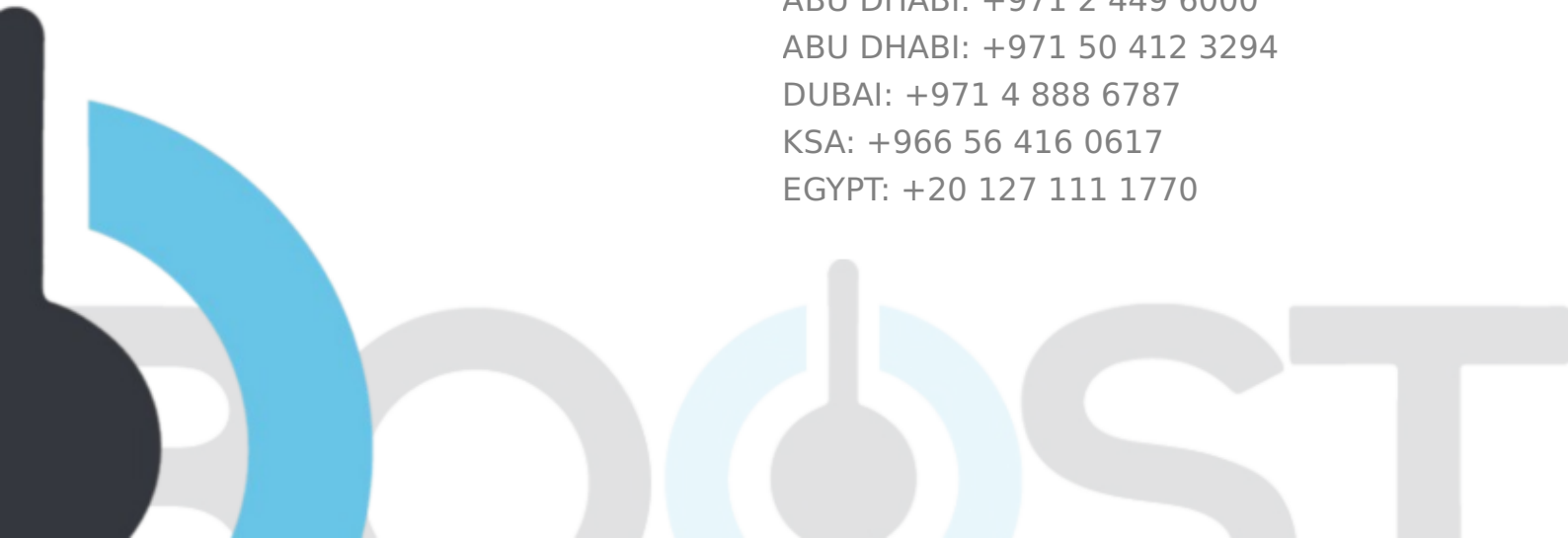
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Advanced Project Communication Skills

Course Introduction

Effective communication is a critical success factor for complex projects. This program enhances participants' ability to convey information clearly, influence stakeholders, and drive alignment across project teams.

Participants will learn advanced techniques for reporting progress, managing expectations, resolving conflicts, and communicating under pressure, ensuring accurate and timely project updates.

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Advanced Project Communication Skills

Target Audience

- ✓ Project Managers
- ✓ Senior Project Coordinators
- ✓ PMO Professionals
- ✓ Team Leaders and Supervisors

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Advanced Project Communication Skills

Learning Objectives

- ✓ Communicate effectively across diverse stakeholders.
- ✓ Tailor messages for clarity, impact, and audience needs.
- ✓ Influence decisions and align expectations through communication.
- ✓ Resolve conflicts and manage difficult conversations professionally.
- ✓ Enhance transparency and accountability in project reporting.

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Advanced Project Communication Skills

Course Outline

✓ DAY 1

Principles of Effective Project Communication

- ✓ Key communication skills for project success
- ✓ Audience analysis and tailoring messages
- ✓ Balancing detail and clarity in communication
- ✓ Communication barriers and solutions
- ✓ Case studies of effective and ineffective project communication

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Course Outline

✓ DAY 2

Structured Project Reporting

- ✓ Writing clear status reports, progress updates, and executive summaries
- ✓ Incorporating risks, issues, and mitigation actions
- ✓ Using structured templates and reporting standards
- ✓ Tracking project milestones and deliverables
- ✓ Ensuring accuracy and consistency

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Course Outline

✓ DAY 3

Visual Communication for Projects

- ✓ Using dashboards, charts, and tables effectively
- ✓ Translating complex data into actionable insights
- ✓ Storytelling through project visuals
- ✓ Aligning visuals with audience needs
- ✓ Improving readability and comprehension

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Course Outline

✓ DAY 4

Influencing and Managing Stakeholders

- ✓ Strategies for influencing decision-makers
- ✓ Managing expectations under conflicting priorities
- ✓ Negotiation techniques in project contexts
- ✓ Handling resistance and pushback
- ✓ Escalation management and communication

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Course Outline

✓ DAY 5

Communication Under Pressure

- ✓ Managing communication during crises and urgent situations
- ✓ Conflict resolution techniques
- ✓ Maintaining professionalism and clarity under stress
- ✓ Facilitating collaboration across teams
- ✓ Lessons learned and continuous improvement

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 9, 2027	May 13, 2027	5 days	4250.00 \$	KSA , Riyadh
Oct. 18, 2027	Oct. 22, 2027	5 days	2150.00 \$	Virtual , Online
Dec. 27, 2026	Dec. 31, 2026	5 days	4250.00 \$	Egypt , Cairo
Aug. 30, 2027	Sept. 3, 2027	5 days	4950.00 \$	Italy , Rome
March 29, 2027	April 2, 2027	5 days	4250.00 \$	UAE , Dubai

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