



Consulting and Training | Reach New Heights

Course Name

Project Communication and Reporting

Sector Name

Project & Contract Management

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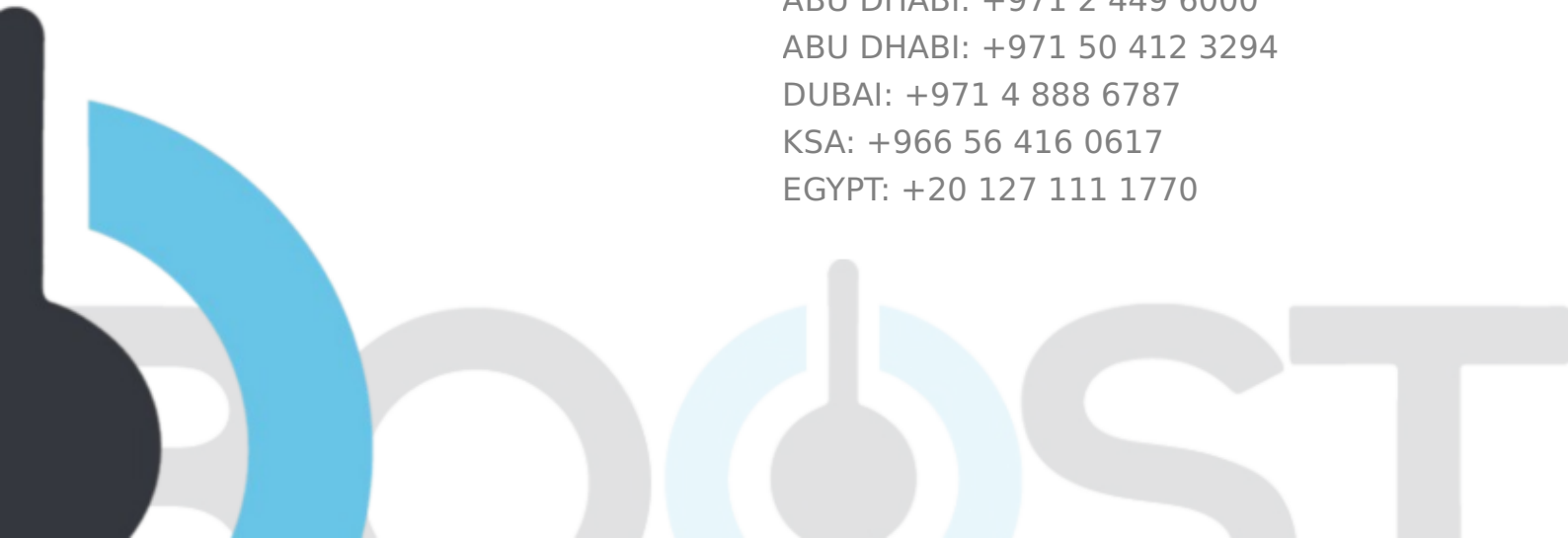
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Project Communication and Reporting

Course Introduction

Effective communication is essential to keep stakeholders informed and aligned, especially in complex projects. This program strengthens written and visual communication for reporting progress, risks, and performance metrics.

Participants will learn to produce professional, clear, and actionable project communications, using structured approaches for dashboards, written reports, and project updates.

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Target Audience

- ✓ Project Managers
- ✓ Project Coordinators
- ✓ Team Leaders and Supervisors

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Learning Objectives

- ✓ Communicate project progress clearly to diverse stakeholders.
- ✓ Develop concise and actionable reporting documents.
- ✓ Integrate visuals and metrics for clearer communication.
- ✓ Apply structured approaches to stakeholder updates.
- ✓ Improve overall clarity and impact of written and visual reporting.

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Course Outline

✓ DAY 01

Principles of Professional Project Communication

- ✓ Effective communication frameworks
- ✓ Aligning communication with stakeholder needs
- ✓ Clarity, brevity, and structure in reports
- ✓ Common barriers to effective project communication
- ✓ Communication etiquette in complex projects

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Course Outline

✓ Day 02

Writing Progress Reports

- ✓ Standard formats for reporting milestones, risks, and deliverables
- ✓ Highlighting deviations, impacts, and corrective actions
- ✓ Summarizing complex technical or operational information
- ✓ Using structured templates for consistency
- ✓ Ensuring actionable insights for decision-making

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Course Outline

✓ Day 03

Reporting Metrics and Performance Indicators

- ✓ Selecting relevant KPIs and metrics
- ✓ Translating data into understandable reports
- ✓ Using tables, charts, and dashboards for clarity
- ✓ Integrating qualitative and quantitative information
- ✓ Reporting trends, risks, and mitigation actions effectively

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Course Outline

✓ Day 04

Technical and Executive Communication

- ✓ Adapting tone and detail for different audiences
- ✓ Executive summaries vs detailed reports
- ✓ Structuring content for clarity and impact
- ✓ Managing stakeholder expectations through communication
- ✓ Avoiding ambiguity in project documentation

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Course Outline

✓ Day 05

Quality Control and Review of Communication Outputs

- ✓ Reviewing reports for accuracy and clarity
- ✓ Consistency in style and format across documents
- ✓ Incorporating feedback effectively
- ✓ Reducing errors and misinterpretations
- ✓ Continuous improvement in project communication

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 20, 2027	June 24, 2027	5 days	4250.00 \$	KSA , Riyadh
Nov. 1, 2026	Nov. 5, 2026	5 days	2150.00 \$	Virtual , Online
March 29, 2027	April 2, 2027	5 days	5950.00 \$	switzerland , Geneva
Oct. 4, 2027	Oct. 8, 2027	5 days	4250.00 \$	UAE , Dubai

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