

## Communicating in projects

Project management is about working with people – the project team and the stakeholders – and having people work together in an effective way in order to achieve defined objectives.

Good communication skills are absolutely necessary for success in projects.

We learned from experience that in general there is not enough focus on that aspect in trainings for project managers. That's why we offer this training. It gives inspiration to project managers as well as to those responsible for project management processes in the organization

- The project manager will learn techniques to interact in an efficient way with the team and other stakeholders of the project
- There is also the right attention for communication tools, which will enrich the management process in each phase of the project

The training is spread over 2 days:

On day 1 we discuss communication aspects during project initiation and project planning:

- Importance of communication in projects
- Communication tools during initiation
- Managing the iterations
- Conducting intake interviews
- Communication tools during planning
- Getting buy-in from the stakeholders
- RACI

On day 2 we discuss communication aspects during execution and closure of the project:

- Communication tools during execution
- Dealing with resistance
- Leading project meetings
- Communication tools during closure
- Lessons learned
- Giving feed-back

The training is given by 2 'hands-on' experts:

Willem De Keyser, project leader with > 25 years of experience

Jan De Keyser, psychologist and change manager with > 20 years of experience