

Course : Master the rules of project communication

best practices and tools

Practical course - 2d - 14h00 - Ref. CBO

Price : 1610 CHF E.T.

★★★★☆ 3,9 / 5

BEST

Nouvelle édition

Communication is crucial to the success of a project. How do you involve stakeholders in the project's challenges? How do you draw up a project communication plan, with what objectives? How to deliver the right information, at the right time, to the right person? What format should be used? This training course will enable you to adopt the best practices for structuring your project communication plan and implementing the associated tools.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Identify good project communication practices
- ✓ Develop a communication plan and return trolleys offline
- ✓ Conducting project meetings
- ✓ Identify and use the main monitoring indicators
- ✓ Exploit data and return it with impact

Intended audience

Project managers, project owners. Anyone with a role in project communication management.

Prerequisites

Basic knowledge of project management.

Practical details

Hands-on work

In practical exercises, participants structure the stages of a project communication plan and use the associated tools.

Teaching methods

Active, participative teaching. Practice sharing. Toolbox: project management and communication matrices proposed and used in practical work at each stage of the training.

PARTICIPANTS

Project managers, project owners.
Anyone with a role in project communication management.

PREREQUISITES

Basic knowledge of project management.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

Course schedule

1 Master the fundamentals of project communication

- Define the notions of project and communication.
- Understand the fundamental principles of communication.
- Identify the different types of project communication.

Case study

Using examples, identify communication objectives and define the tone of the message according to the scope of the communication and the project's stakes.

2 Draw up the project communication plan

- Analyze the overall context of the project.
- Carry out a preliminary survey of the existing situation: internal or external survey.
- Define project communication objectives.
- Identify and prioritize target groups.
- Build your communication strategy according to project stages, objectives and targets.
- Present the contents of the project communication plan.

Case study

Analyze project context: PESTEL, opportunity study, feasibility matrix, SWOT. Identify target group needs and expectations: power-interest matrix, empathy map. Define appropriate communication tools, channels and frequency.

3 Use project monitoring and reporting tools

- Identify the different media and tools for monitoring the project.
- Select key project indicators: cost, deadline and quality monitoring.
- Monitoring project risks: analysis tools and communication rules.
- Design dashboards.
- Structuring progress reports: objectives, targets and key information to be communicated.

Hands-on work

Practice using key indicators to communicate project progress: tracking deliverables, work packages, workloads, risks, costs, deadlines and quality.

4 Making the most of project meetings

- Leading a meeting: best practices.
- A successful kick-off meeting: anticipating reluctance to change.
- Structuring a progress meeting: key information and tools.
- Facilitate a problem-solving meeting.
- Structure and lead a steering committee.

Hands-on work

Prepare and organize project meetings, identify difficulties. Describe a problem. Support decision-making and implement solutions: decision matrix.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Present project data with impact

- Boost your reporting.
- Make good use of visuals.
- Integrate and sustain your reporting system.
- Closing the project: communication rules and project memory.

Role-playing

Present analytical groupings and summaries adapted to targets. Define project closure.

Dates and locations

REMOTE CLASS

2026 : 18 June, 17 Sep., 7 Dec.