

Course : Effective communication for successful projects

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

Price : 1610 CHF E.T.



4,1 / 5

Nouvelle édition

Comment engager toutes les parties prenantes sur un projet ? Comment assurer un flux d'information fiable et pertinent, adapté aux attentes et aux besoins des interlocuteurs ? Quels outils pour organiser et optimiser la communication opérationnelle, stratégique et d'influence ? Cette formation propose de répondre à ces enjeux en adoptant les meilleures pratiques de gestion de projet.

Teaching objectives

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

- ✓ Integrating the project organization into the company
- ✓ Provide leadership for the project team
- ✓ Managing information flows
- ✓ Getting people to adhere to objectives
- ✓ Building operational and influential communications

Intended audience

Project managers with initial project management experience.

Prerequisites

Basic project management experience.

Practical details

Hands-on work

A case study "fil rouge" provides directly applicable methods and tools.

Teaching methods

Active, participative teaching. Sharing practices. Toolbox.

Course schedule

PARTICIPANTS

Project managers with initial project management experience.

PREREQUISITES

Basic project management experience.

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.

1 Distinguishing between communication, authority and leadership

- Making yourself understood: the lexicon of project management.
- The challenges facing project managers.
- The foundations of authority: the project charter.
- The foundations of project leadership: cross-functional management.

Exercise

Self-assessment test: posture and key skills for project managers.

2 Integrate the organization of your project within the company

- Analyze the characteristics of your project: opportunity study.
- Identify the different types of project organization.
- Define the company's project management approach.
- Build a project organization chart based on the issues at stake.
- Establishing the rules of the game: the project management plan.

Hands-on work

Case study: Identify the project organization chart.

3 Defining a communication strategy

- Mapping of players and stakeholders.
- Analyze stakeholders: expectations, motivations, influence on the project.
- Building a shared vision of the project.
- Engage stakeholders from the outset of the project.

Hands-on work

Case study: stakeholder analysis, reflection on communication strategies.

4 Structuring and contractualizing commitments

- Distinguish between skills and interest.
- Using technical flowcharts (PBS, WBS, OBS): from analysis to contractualization.
- Model and allocate activities: job cards, schedules.
- Define project management tools (costs, deadlines, quality).
- Identify roles, responsibilities and authority relationships.

Hands-on work

Case study: developing management tools adapted to target groups.

5 Organizing communication within the project team

- Understand the challenges of team organization.
- Involve and motivate by organizing quality follow-ups and meetings.
- Calibrate communication to people and situations.
- Anticipating risks and solving problems
- Defusing a delicate situation.

Role-playing

Conflict management exercises for project team meetings.

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.

6 Optimize decision-making

- Establish a quality assurance plan.
- Organize effective steering committees.
- Prepare synthetic and relevant progress reports: budget, expenses, risks, decisions and change requests.
- Use indicators as a lever for communication and decision-making.
- Ensure information quality control points.

Role-playing

Preparing steering committee communications in tense situations.

Dates and locations

REMOTE CLASS

2026 : 23 Apr., 11 June, 20 Aug., 19 Oct., 7 Dec.