



International Training
Center Paris

TRAINING SCHEDULE



Phone: +33 6 59 26 89 09

E-mail: Info@itcparis.com

Address: 78, Avenue des Champs-Élysées, 75008 Paris

PROJECT MANAGEMENT FUNDAMENTALS TRAINING

Overview:

The Effective Communication for Managers and Executives training program is designed to provide leaders with the skills and knowledge necessary to communicate effectively with their teams and stakeholders. The program will cover a range of topics, including communication styles, active listening, conflict resolution, and presentation skills.

Objectives:

- Understand different communication styles and how to adapt to them
- Develop active listening skills to better understand team members and stakeholders
- Learn strategies for effective conflict resolution and negotiation
- Enhance presentation skills to deliver clear and engaging messages
- Improve overall communication with team members and stakeholders

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world communication scenarios. By the end of the training program, participants will have the skills and knowledge necessary to communicate effectively with their teams and stakeholders, resolve conflicts, and deliver clear and engaging presentations.

Targeted Groups:

- Entry-level project managers
- Team members transitioning into project roles
- Department coordinators
- Junior project coordinators
- Cross-functional team members

Planning:

Day 1: Understanding Communication Styles

- Introduction to different communication styles
- Identifying and adapting to different communication styles
- Practice exercises for improving communication with team members and stakeholders

Day 2: Active Listening Skills

- The importance of active listening in effective communication
- Techniques for active listening
- Role-playing exercises to practice active listening

Day 3: Conflict Resolution and Negotiation

- Identifying and addressing conflicts in the workplace
- Techniques for effective conflict resolution and negotiation
- Practice exercises for resolving conflicts and negotiations

Day 4: Presentation Skills

- Understanding effective presentation skills
- Techniques for delivering clear and engaging presentations
- Practice exercises for improving presentation skills

Day 5: Applying Effective Communication Skills

- Putting it all together: applying effective communication skills in the workplace
- Role-playing exercises to practice effective communication in different scenarios
- Creating an action plan for continued improvement in communication skills