

# Communication the Way It Was Meant to Be

Why One Way of Communicating on a Project Is Never Enough



Contact us today for more information

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**The Cost to YOU? – \$695**

Registration now open –  
Contact Karen Kowalski 973-473-2490  
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## “Everything I learned to be a Better Communicator was taught on the field of play” – Learn Practical Communication Applications

Communication management is one of the essential functions that can dramatically affect the outcome of a project.

From the day we are born we begin to communicate. First with sound and then with words, eventually we begin to evolve into saying full sentences and having all types of conversations. At some point we will all serve on teams, whether athletic, musical or at work. The question becomes if we have to lead or be part of a team, how we should communicate for our team to be its most effective and impactful to the team’s efforts.

The Project Management (PMI®) Institute states that Communications Planning and Management involve determining the information and communications needs of the stakeholders: who needs what information, when they will need it, how it will be given to them and by whom.

Students of this one day session will learn the following:

- By using athletic equipment and interactive exercises the following communication methods and practices will be addressed:
  - Performing stakeholder analysis
  - Managing stakeholder expectations
  - Assessing your approach based on your audience or recipient
  - Develop and apply a communication plan
  - Determine communication methods that work best in various scenarios
  - Strategize, plan and deploy best case communication methods and approaches for your executives, team members, consultants and third-party vendors
- Students will take away the following tools and skill enhancements to apply right away:
  - Communication assessment tool
  - Communication exercises to measure best methods to use with different groups and people
  - Best communication methods identification to use based on responses to key measurements
  - Communication plan worksheet
  - Meetings and Status reports -- Enhancements to make these more useful and beneficial to all
  - Communication sharing methods available today – Which will work best for your environment?

**Duration:** 1 day

**PDU Credits:** 7

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