Training Course on Project Leadership, Management, and Communications

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s fast-paced and ever-evolving business landscape, Project Leadership, Management, and Communications stand as critical pillars for successful project execution and organizational growth. Training Course on Project Leadership, Management, and Communications is meticulously designed for professionals who aim to enhance leadership capabilities, strengthen project governance, master stakeholder engagement, and ensure agile project communication. With a focus on real-world applications and modern tools, this program empowers participants with cutting-edge strategies in team leadership, conflict resolution, and project lifecycle optimization.

Whether you’re a budding project manager or a seasoned leader, this course bridges knowledge gaps with practical frameworks, immersive case studies, and dynamic content tailored to current global trends. Participants will gain holistic project leadership skills, enabling them to deliver complex projects efficiently, maintain high-performing teams, and navigate digital transformation using innovative project management tools and high-impact communication techniques.

Programme Curriculum

Training Course on Project Leadership, Management, and Communications

Introduction

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Course Objectives

1. Develop transformational leadership skills to lead cross-functional teams.
2. Apply agile methodologies for efficient project delivery.
3. Master strategic project planning and execution.
4. Enhance interpersonal and organizational communication effectiveness.
5. Implement risk mitigation strategies in dynamic environments.
6. Strengthen stakeholder engagement and influence.
7. Drive change management using leadership principles.
8. Leverage project tracking and performance metrics.
9. Understand budget management and financial oversight.
10. Navigate conflict resolution and team dynamics.
11. Utilize project collaboration tools like MS Project, Trello, and Asana.
12. Foster innovation and creativity in project environments.
13. Communicate with impact across virtual and global teams.

Target Audience

1. Project Managers
2. Team Leaders
3. Program Coordinators
4. Product Managers
5. Business Analysts
6. Engineers & IT Professionals
7. Entrepreneurs & Startup Founders
8. Mid to Senior-Level Executives

Course Duration: 10 days

Course Modules

Module 1: Foundations of Project Leadership

- Defining the role of a project leader
- Leadership vs. management in projects
- Leadership styles in project settings
- Building trust and credibility
- Emotional intelligence in leadership
- **Case Study**: Transformational Leadership in a Healthcare Project

Module 2: Project Planning and Scheduling

- SMART goal setting
- Work Breakdown Structure (WBS)
- Gantt charts and scheduling tools
- Resource allocation techniques
- Project timeline optimization
- **Case Study**: Planning a Global Marketing Campaign

Module 3: Agile and Hybrid Project Management

- Agile principles and Scrum framework
- Kanban boards and task flows
- Hybrid methodology applications
- Managing scope in agile projects
- Agile communication cycles
- **Case Study**: Agile Implementation in a Software Firm

Module 4: Communication Strategies for Leaders

- Crafting effective communication plans
- Active listening and feedback techniques
- Tailoring messages for diverse audiences
- Virtual and cross-cultural communication
- Crisis communication techniques
- **Case Study**: Crisis Management in a Construction Project

Module 5: Stakeholder Management and Engagement

- Identifying stakeholders and their needs
- Building stakeholder maps
- Influence and negotiation strategies
- Continuous stakeholder communication
- Managing expectations and conflicts
- **Case Study**: Stakeholder Buy-In for a Tech Rollout

Module 6: Risk Management and Mitigation

- Risk identification techniques
- Qualitative vs. quantitative risk analysis
- Contingency planning
- Risk monitoring systems
- Integrating risk into project plans
- **Case Study**: Risk Management in an Infrastructure Project

Module 7: Conflict Resolution and Team Dynamics

- Identifying sources of conflict
- Mediation and negotiation skills
- Fostering team collaboration
- Developing a team charter
- Conflict management models
- **Case Study**: Team Conflict in a Multi-Department Project

Module 8: Performance Monitoring and KPIs

- Setting KPIs and performance baselines
- Project dashboards and reporting tools
- Earned value management (EVM)
- Performance review frameworks
- Adjusting strategies based on metrics
- **Case Study**: KPI-Driven Decision-Making in a Retail Project

Module 9: Budgeting and Financial Oversight

- Estimating project costs
- Creating and managing budgets

- Cost control tools and techniques
- Forecasting and financial reporting
- Aligning cost with project scope
- **Case Study**: Budget Overruns in a Public Sector Project

Module 10: Communication in Remote Teams

- Virtual meeting best practices
- Cloud-based project tools
- Engaging dispersed teams
- Time zone and cultural awareness
- Asynchronous communication strategies
- **Case Study**: Remote Team Management for an International NGO

Module 11: Change Management and Adaptability

- Leading through organizational change
- Change resistance and how to overcome it
- Kotter's 8-Step Change Model
- Sustaining change through leadership
- Integrating change into project culture
- **Case Study**: Leading Digital Transformation in an Education Firm

Module 12: Strategic Decision-Making

- Data-driven decision-making models
- Balancing short- and long-term goals
- Scenario planning techniques
- Group decision-making processes
- Ethics in project decisions
- **Case Study**: Strategy Pivot in a Manufacturing Project

Module 13: Project Closure and Post-Evaluation

- Closing out project phases
- Documentation and knowledge transfer
- Lessons learned and debrief sessions
- Stakeholder satisfaction assessment
- Final reporting and impact evaluation
- **Case Study**: Closing a Multi-Year Energy Project

Module 14: Tools for Project Collaboration

- Overview of MS Project, Asana, Trello, Jira
- Cloud document sharing best practices
- Automating workflows
- Integrating tools with communication platforms
- Choosing the right tools for your team
- **Case Study**: Tool Selection in a Government Project

Module 15: Personal Leadership Development Plan

- Self-assessment and leadership profiling
- Building a personal development roadmap
- Aligning career goals with project roles
- Mentorship and coaching opportunities

- Setting measurable leadership goals
- **Case Study**: Career Transition of an Engineer to Project Leader

Training Methodology

- Interactive instructor-led sessions
- Group discussions and role-playing
- Hands-on project simulations
- Real-world case study analysis
- Post-training action plans and feedback

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com