



Agenda

Click [here](#) for additional training and schedules.

Developing Your Communication GPS to Keep Your Team (and Project) in Orbit

Instructor: Kathy Mendias, PMP

Prework: None

Length: Half-day

CEUs: 0.4/see below for PDU breakdown

Level: Core

Training Topic: Communication and Presentation Skills

Subtopics: Leadership Development, Power Skills

Training Description:

Ever look at all those daunting tasks, all the stakeholders, dates and costs and think, “how am I going to bring this all together into one perfectly erected project?” And even worse, “how will I get all these tasks and people to come together and function with the same goal and outcome?”

As one person once asked the wise one, “how do you eat an elephant?” Not sure why someone would ask this question, nor would we condone it, but the answer makes sense, “one bite at a time.” By applying this simple theory to project management, we’ll translate each bite into the components that make up your team’s project. You’ll learn how to take each component of your project to create, build and utilize your own team’s communication GPS — essentially the glue that keeps all those components working together toward one global outcome.

During this training, participants will take a journey down the communication highway with a new pair of goggles for a fresh look at how project communications can enhance and support project success, and how it can create risks and destroy projects. Since destruction is not the goal, participants will receive communication tools that can be used for the maintenance, repair and refurbishing of any project! This training will allow participants from all backgrounds and experience levels to rediscover essential fundamental communication skills, learn how attitudes and perspectives can impact your project, and immediately apply these learnings to any project.

Focusing on the team experience, stakeholder involvement and project expectations, this engaging training will provide the navigational tools that allow your team to follow the GPS so that no members are left behind, and everyone reaches the final destination, “the final frontier!” Through storytelling, visuals and engaging discussion, attendees will soak up the skills needed to enhance and ensure project success and results that far exceed project expectations! Project managers will leave the session with the tools to develop a project team that reduces project risk, enjoys positive relationships, focuses on mutual respect, remains engaged, effectively flushes out project roadblocks that result in efficient solutions and creates clear and concise communications while adhering to the communications management plan.

Learning Objectives:

Upon completion of this training, participants will be able to:

- Describe the three foundational components of a communications management plan
- Recognize and mitigate project risks in relation to communications
- Develop high-performing, communicative teams
- Implement a communications management plan that drives the project’s trajectory

Agenda

Hour 1

- Introductions & Overview
- Project Risk — Communication
- Open Discussion — Case Study — Discovering Hidden Project Risks

Hour 2

- Fundamental Components of a Communications Management Plan
- Foundation of Your Team’s Communication GPS
- “The Control, The Satellites, the User”
- The Project Manager — The Control

Hour 3



- Building Blocks of an Efficient, Communicative Team — The Satellites
- Stakeholder Discovery & Creating GPS Outputs — The User

Hour 4

- Tools for Mitigating Communication Risks — Discovering the UFOs
- Changing & Maintaining the Trajectory of Your Project

Professional development units (PDUS) are 1-hour blocks of time spent learning. By attending this training, you will be able to achieve the following PDUs to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
CAPM® / PMP® / PgMP®	3	1	0	4.00
PMI-ACP® / Agile*	0	1	0	1.00
PMI-SP®	0	1	0	1.00
PMI-RMP®	0	1	0	1.00
PfMP®	0	1	0	1.00
PMI-PBA®	0	1	0	1.00



**Please note that the asterisked row above applies to the PMI® Agile Certification Journey and includes Disciplined Agile® Scrum Master (DASM), Disciplined Agile® Senior Scrum Master (DASSM), Disciplined Agile® Coach (DAC), and Disciplined Agile® Value Stream Consultant (DAVSC) certifications.*