Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

PROJECT MANAGEMENT

Communication Skills for project managers Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

P.O. Box 102802-00101, Nairobi, Kenya

Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy

Tel: +254 724 527 104 | +254 734 969 612

Email: training@datastatresearch.org

www.datastatresearch.org

Communication Skills for project managers Training Course

Project Management • 5 Days Intensive • Accredited Certification

Course Overview

Communication Skills for Project Managers Training Course focuses on strengthening verbal, written, visual, and interpersonal communication competencies essential for managing complex projects in dynamic organizational environments.

Key Skills & Software Tools Covered

MS Word • Microsoft Teams • Slack • and Zoom

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
19 Jan 2026 – 23 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Jan 2026 – 23 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
19 Jan 2026 – 23 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Jan 2026 – 30 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
26 Jan 2026 – 30 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Communication Skills for Project Managers Training Course

Introduction

Effective communication is a critical success factor in project management, directly influencing stakeholder alignment, team performance, risk management, and project outcomes. Project managers operate at the intersection of strategy, execution, and collaboration, requiring advanced communication skills to convey goals, manage expectations, resolve conflicts, and drive accountability across diverse teams. Communication Skills for Project Managers Training Course focuses on strengthening verbal, written, visual, and interpersonal communication competencies essential for managing complex projects in dynamic organizational environments. Participants will explore structured communication frameworks, stakeholder communication strategies, and practical tools that enhance clarity, trust, and engagement throughout the project lifecycle.

The course emphasizes real-world application through scenario-based learning, leadership communication techniques, and case studies drawn from cross-functional and multi-stakeholder projects. Participants will learn how to adapt communication styles to different audiences, manage difficult conversations, communicate risks and changes effectively, and leverage digital collaboration tools. By the end of the program, project managers will be equipped to lead with confidence, improve decision-making, reduce misunderstandings, and deliver projects more efficiently through clear, strategic, and impactful communication.

Course Objectives

- Strengthen core communication competencies required for effective project management.
- Apply structured communication frameworks across the project lifecycle.
- Improve stakeholder communication and expectation management.
- Enhance verbal and written communication for project documentation and reporting.
- Develop active listening and feedback skills for team leadership.
- Manage difficult conversations and conflict through constructive dialogue.
- Communicate project risks, issues, and changes with clarity and confidence.
- Adapt communication styles to diverse teams and cultural contexts.
- Lead meetings and presentations with purpose and impact.
- Improve negotiation and persuasion skills for project alignment.
- Leverage digital tools for virtual and hybrid project communication.
- Strengthen leadership presence and emotional intelligence.
- Build communication strategies that support project success and governance.

Organizational Benefits

- Improved project delivery through clear and consistent communication
- Reduced misunderstandings, rework, and project delays
- Stronger stakeholder engagement and trust
- Enhanced collaboration across cross-functional teams
- Better risk identification and escalation
- Improved decision-making and accountability
- Increased team morale and productivity
- Stronger leadership capability among project managers
- Improved change management effectiveness
- Higher success rates for complex and multi-stakeholder projects

Target Audiences

- Project managers and program managers
- Project coordinators and team leads
- PMO staff and project analysts
- Technical leads and functional managers
- Change management professionals
- Consultants managing client projects
- Team members preparing for project leadership roles
- Executives overseeing project portfolios

Course Duration: 10 days

Course Modules

Module 1: Communication Fundamentals for Project Managers

- Role of communication in project success
- Common communication failures in projects
- Project manager as a communication leader
- Communication channels and information flow
- Aligning communication with project objectives
- Case Study: Project failure caused by poor communication

Module 2: Communication Styles and Self-Awareness

- Understanding different communication styles
- Assessing personal communication strengths and gaps
- Adapting style to stakeholders and teams
- Managing assertiveness and empathy
- Building credibility and trust
- Case Study: Style mismatch in a cross-functional project team

Module 3: Active Listening and Feedback Skills

- Principles of active listening
- Barriers to effective listening in projects
- Asking powerful questions
- Giving and receiving constructive feedback
- Managing emotional responses
- Case Study: Misaligned requirements due to poor listening

Module 4: Stakeholder Communication Management

- Identifying and analyzing project stakeholders
- Stakeholder communication planning
- Managing expectations and influence
- Communicating with sponsors and executives
- Handling resistance and concerns
- Case Study: Stakeholder conflict during project execution

Module 5: Verbal Communication and Leadership Presence

- Clear and confident verbal communication
- Communicating authority without formal power
- Storytelling for project leadership
- Managing tone, pace, and body language
- Communicating under pressure
- Case Study: Leading a project turnaround meeting

Module 6: Written Communication for Project Managers

- Writing clear project emails and messages
- Structuring reports and status updates
- Documenting decisions and actions
- Avoiding ambiguity in written communication
- Writing for different audiences
- Case Study: Escalation confusion due to unclear reporting

Module 7: Effective Meetings and Facilitation

- Planning productive project meetings
- Setting agendas and objectives
- Facilitating discussions and decision-making
- Managing dominant or disengaged participants
- Capturing outcomes and follow-ups
- Case Study: Ineffective meetings delaying project milestones

Module 8: Presentation Skills for Project Managers

- Designing clear and compelling presentations
- Presenting project status and performance
- Visual communication and data storytelling
- Handling questions and objections
- Presenting to senior leadership
- Case Study: Executive presentation that changed project direction

Module 9: Communicating Risk, Issues, and Change

- Principles of transparent risk communication
- Escalating issues appropriately
- Communicating project changes and impacts
- Managing uncertainty and ambiguity

- Maintaining trust during challenges
- Case Study: Poor change communication causing stakeholder resistance

Module 10: Conflict Management and Difficult Conversations

- Sources of conflict in projects
- Conflict resolution communication techniques
- Managing difficult stakeholders and team members
- Giving negative feedback constructively
- De-escalation strategies
- Case Study: Resolving team conflict during delivery phase

Module 11: Negotiation and Influence Skills

- Negotiation fundamentals for project managers
- Influencing without authority
- Balancing competing priorities
- Achieving win-win outcomes
- Ethical persuasion techniques
- Case Study: Resource negotiation across departments

Module 12: Cross-Cultural and Virtual Communication

- Cultural differences in communication styles
- Communicating in global project teams
- Managing virtual and hybrid teams
- Overcoming language and time-zone barriers
- Building engagement remotely
- Case Study: Miscommunication in a global project team

Module 13: Digital Communication Tools for Projects

- Selecting appropriate communication tools
- Managing information overload
- Collaboration platforms and dashboards
- Virtual meeting best practices
- Cyber etiquette and professionalism
- Case Study: Tool misuse causing project confusion

Module 14: Emotional Intelligence and Leadership Communication

- Emotional intelligence in project leadership
- Self-regulation and empathy
- Motivating teams through communication
- Managing stress and pressure
- Building psychological safety
- Case Study: Leadership communication improving team morale

Module 15: Building a Project Communication Strategy

- Developing a project communication plan
- Aligning communication with governance structures
- Measuring communication effectiveness
- Continuous improvement of communication practices
- Personal communication development planning
- Case Study: Communication strategy driving project success

Training Methodology

- Instructor-led presentations and facilitated discussions
- Practical communication exercises and role plays

- Group activities and peer learning sessions
- Real-world project case study analysis
- Simulations of meetings, presentations, and negotiations
- Individual action planning and feedback

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

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 DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/communication-skills-for-project-managers-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.