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

Soft Skills for Project Success 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

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Soft Skills for Project Success Training Course

Project Management • 5 Days Intensive • Accredited Certification

Course Overview

Soft Skills for Project Success Training Course focuses on the practical application of soft skills required to manage project teams, engage stakeholders, resolve conflicts, and drive accountability across the project lifecycle.

Key Skills & Software Tools Covered

MS Word • Microsoft Teams • Miro • 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

Soft Skills for Project Success Training Course

Introduction

Soft skills are a critical success factor in modern project management, directly influencing stakeholder alignment, team performance, risk mitigation, and delivery outcomes. While technical competencies provide structure and control, it is communication, leadership, emotional intelligence, adaptability, and collaboration that determine whether projects succeed in dynamic, high-pressure environments. Soft Skills for Project Success Training Course focuses on the practical application of soft skills required to manage project teams, engage stakeholders, resolve conflicts, and drive accountability across the project lifecycle. Participants will develop the interpersonal capabilities needed to complement technical project management frameworks and deliver sustainable results.

The course emphasizes real-world project environments where cross-functional teams, cultural diversity, remote collaboration, and rapid change are common. Through structured learning, guided reflection, and applied case studies, participants gain tools to enhance influence, decision-making, negotiation, and resilience. The program supports professionals seeking to improve project outcomes by strengthening leadership presence, communication clarity, trust-building, and team motivation, ensuring projects are delivered on time, within scope, and with stakeholder confidence.

Course Objectives

- Strengthen communication skills for effective project coordination and reporting.
- Develop leadership competencies for managing diverse project teams.
- Apply emotional intelligence to improve team engagement and performance.
- Enhance stakeholder management and relationship-building capabilities.
- Improve conflict resolution and negotiation skills in project environments.
- Build collaboration and teamwork across cross-functional project groups.
- Strengthen decision-making and problem-solving under pressure.
- Improve adaptability and resilience in complex project settings.
- Apply influence and persuasion techniques to gain stakeholder buy-in.
- Enhance time management and personal productivity for project delivery.
- Strengthen presentation and facilitation skills for project meetings.
- Promote accountability and ownership within project teams.
- Integrate soft skills into structured project management practices.

Organizational Benefits

- Improved project delivery success rates
- Stronger collaboration across departments and teams
- Enhanced stakeholder satisfaction and engagement
- Reduced project conflicts and communication breakdowns
- Increased leadership effectiveness among project managers
- Better team morale and motivation
- Improved decision-making and issue resolution
- Stronger alignment between project goals and business objectives
- Enhanced organizational culture of accountability and trust
- Greater adaptability to change and uncertainty

Target Audiences

- Project managers and project coordinators
- Team leaders and supervisors
- Program and portfolio managers
- Business analysts and project support staff
- Engineers and technical project team members
- Consultants and project advisors
- Senior managers overseeing projects
- Emerging professionals preparing for project leadership roles

Course Duration: 5 days

Course Modules

Module 1: Communication Skills for Project Success

- Principles of effective communication in projects
- Clear messaging for scope, roles, and expectations
- Active listening techniques for team engagement
- Managing communication across diverse stakeholders
- Reporting progress and risks with clarity
- Case Study: Communication breakdown and recovery in a project team

Module 2: Leadership and Team Motivation

- Leadership styles in project environments
- Building trust and credibility as a project leader
- Motivating teams without formal authority
- Delegation and empowerment techniques
- Leading through influence rather than control
- Case Study: Leading a high-pressure project with limited authority

Module 3: Emotional Intelligence in Projects

- Understanding emotional intelligence and its impact
- Self-awareness and self-regulation for project leaders
- Empathy and social awareness within teams
- Managing stress and emotional responses
- Building emotionally intelligent project cultures
- Case Study: Using emotional intelligence to resolve team tension

Module 4: Stakeholder Engagement and Relationship Management

- Identifying and mapping project stakeholders
- Understanding stakeholder expectations and interests
- Building long-term stakeholder relationships
- Managing difficult stakeholders effectively
- Communicating value and progress to stakeholders
- Case Study: Stakeholder resistance and project realignment

Module 5: Conflict Resolution and Negotiation

- Common sources of conflict in projects
- Conflict management styles and approaches
- Negotiation techniques for win-win outcomes
- Managing disagreements within project teams
- Turning conflict into constructive dialogue
- Case Study: Resolving interdepartmental conflict in a project

Module 6: Collaboration and Teamwork

- Building high-performing project teams
- Encouraging collaboration across functions
- Managing virtual and remote project teams
- Creating inclusive and participatory environments
- Strengthening team accountability and ownership
- Case Study: Improving collaboration in a distributed project team

Module 7: Decision-Making and Problem-Solving

- Structured decision-making techniques for projects
- Problem identification and root cause analysis
- Managing uncertainty and incomplete information
- Balancing speed and quality in decisions
- Escalation and decision accountability
- Case Study: Critical decision-making under tight deadlines

Module 8: Personal Effectiveness and Professional Presence

- Time management and prioritization for project roles
- Personal productivity tools for project success
- Professional presence and confidence building
- Effective presentations and meeting facilitation
- Continuous self-improvement for project professionals
- Case Study: Improving personal effectiveness to meet project milestones

Training Methodology

- Instructor-led presentations and interactive discussions
- Group exercises and role-playing simulations
- Practical activities based on real project scenarios
- Case study analysis and peer learning sessions

- Self-assessment and reflection exercises
- Action planning and facilitator 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/soft-skills-for-project-success-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.