

## Communication Skills for Project and Programme Managers



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## COMMUNICATION SKILLS FOR PROJECT AND PROGRAMME MANAGERS



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TSO. Hardback. Book Condition: new. BRAND NEW, Communication Skills for Project and Programme Managers, Office of Government Commerce, Part of the "Focus on Skills" series, this book explains the use and importance of communication skills and the structure of how these skills are applied throughout the lifecycle of a project or programme. The publication details how the application of the skill set changes as the project progresses through its lifecycle, from the project start when establishing support for the project is vital to controlling the project stages. The title provides practical help in the form of checklists for suggested tasks, templates for key documents and agendas for suggested meetings. It contains a step-by-step guide to how the key communication skills can be demonstrated in different situations and is backed up by examples and anecdotes from project managers in different industry sectors in both the public and the private sector. The title offers practical help explaining how key aspects of communication skills can be practically applied, including sections on: identifying and advising on key messages; providing constructive feedback and ensuring two way communication channels are planned and carried out; using communication to influence and negotiate throughout the project/programme lifecycle; and, technical skills related to facilitating workshops, writing reports and chairing.



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