workingwords

Workshop: Successful project communication for IT Project Managers and Business Analysts

The Standish Group Chaos Report shows that poor communication continues to be a major contributor to IT project failure. And yet communicating effectively around your project isn't a great mystery, nor the domain of the communications team; it simply comes down to understanding your audiences and taking the time to plan and coordinate your project communication, using simple yet powerful tools and techniques.

Course Description:

This half-day workshop is designed to provide technologists with a proven and practical framework and tools to enable them to apply effective communication practices across their project.

You will learn about:

- Change theory - how people react to change, and how that impacts on your project's success
- The ten common problems with change projects
- A practical six-step approach to communications planning
- Segmenting and managing stakeholders for optimal success
- What to cover in project communication
- Techniques for developing & disseminating the right messages
- How to determine the right channels for communicating
- How to coordinate and synchronise all parts of project engagement
- Getting the most out of your project team & steering group
- Communication during the post-implementation period
- Best practice techniques, templates & tools to apply on job

Your Investment

Investment: $2,995 + GST for up to 10 participants to attend this workshop. Run another on the same day and receive a 20% discount for both.

Participants receive a course workbook and communications planning pack for application back in the workplace. This workshop can be run on your premises or we can arrange a venue for an extra fee.

For more information - please call Paul on 0800 14 69 28 or email paul@workingwords.co.nz

Facilitator: Paul Rayner

A change management and communications specialist, Paul is one of a few people practising in this field with a background covering IT, strategic and operational change management, and human resources.

Paul has held senior communications roles with Westpac and Inland Revenue, and through his communications consultancy provides programme communication advice to a range of public and private sector organisations. Paul's IT experience includes business systems ownership, project management and new technology development, through to managing Westpac's IT BA Team.

This eclectic background and experience gives Paul an edge in providing pragmatic advice and solutions that work at a programme or project level. A past Membership Chair of the IABC, Paul is a regular presenter and trainer on both sides of the Tasman, in the areas of shared services engagement, internal communications and change management.