

PROJECT LEADERSHIP, MANAGEMENT AND COMMUNICATIONS



GENTEX[®]
TRAINING CENTER



Introduction

Project delivery depends on people far more than on charts. The Project Leadership, Management and Communications Course develops the human side of project work: leading teams without line authority, managing stakeholders, running effective governance, and communicating decisions clearly. Participants learn how to build a project team, handle conflict, negotiate priorities, and keep sponsors informed. Furthermore, the course covers influencing, feedback, and executive reporting. In addition, it links leadership behaviour to schedule, cost, and quality outcomes. As a result, delegates leave able to lead projects that people commit to, not just comply with.

Project Leadership, Management and Communications Course Objectives

- Lead project teams using situational leadership and the Goleman six leadership styles.
- Build project teams using Tuckman's stages and psychological safety principles.
- Manage stakeholders with power-interest mapping and engagement planning.
- Apply the RACI matrix for role clarity and accountability.
- Influence sponsors and senior stakeholders using Cialdini's persuasion principles.
- Communicate project status using the Minto Pyramid Principle and structured reporting.
- Run effective project meetings with agendas, decision logs, and action tracking.
- Coach and develop project team members using the GROW model.
- Manage conflict and difficult conversations using the SBI feedback model.
- Lead change and resistance within project environments using ADKAR and Kotter's model.

Course Methodology

- Interactive workshops led by project leadership practitioners.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Simulation of a project team and stakeholder environment.
- Role-play of sponsor reviews, conflict, and difficult conversations.
- Group exercises using RACI, stakeholder mapping, and reporting templates.
- Case studies of projects that succeeded or failed on leadership.
- Peer coaching and structured feedback between delegates.
- Capstone project: presenting a project leadership and communication plan.

Who Should Take This Course

- Project managers and project leads.
- Programme and PMO professionals.
- Technical leads moving into project leadership.
- Workstream and team leads on large projects.
- Change and transformation project staff.
- Consultants supporting project delivery.

Project Leadership, Management and Communications Course Outlines

Day 1: Project Leadership Foundations

- Leadership versus administration in project work.
- Situational leadership and the Goleman six leadership styles.
- Leading teams without line authority.
- Building credibility and trust with the team.
- Emotional intelligence in project pressure situations.
- Ethics and professional standards in project leadership.



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Exercise: leadership style self-assessment.

Day 2: Building and Developing the Project Team

- Team formation using Tuckman's stages.
- Building psychological safety in project teams.
- Role clarity with the RACI matrix.
- Delegation and accountability in project work.
- Coaching team members with the GROW model.
- Developing skills and succession inside the team.
- Workshop: designing a project team charter.

Day 3: Stakeholder Management and Influence

- Identifying project stakeholders and their interests.
- Power-interest mapping and engagement planning.
- Influencing sponsors using Cialdini's persuasion principles.
- Managing expectations and difficult sponsors.
- Negotiating scope, time, and resources.
- Managing cultural and cross-functional differences.
- Role-play: influencing a challenging sponsor.

Day 4: Project Communication and Reporting

- Structuring project reports with the Minto Pyramid Principle.
- Status reporting: progress, risks, issues, and decisions.
- Running effective project meetings and governance forums.
- Decision logs, action tracking, and follow-up discipline.



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Written communication: clarity, tone, and cadence.
- Executive and board-level project reporting.
- Workshop: preparing a project status report.

Day 5: Conflict, Change, and Project Delivery Culture

- Managing conflict within project teams.
- Difficult conversations using the SBI feedback model.
- Handling resistance and change fatigue in projects.
- Leading change with the ADKAR framework and Kotter's model.
- Building a delivery culture of accountability.
- Lessons learned and team reflection practices.
- Capstone project: presenting a project leadership plan.

Conclusion

By successfully completing Project Leadership, Management and Communications, participants will have acquired practical knowledge of project team leadership, stakeholder management, influence, structured communication, and conflict handling. They will understand how to build commitment in teams and how to report credibly to sponsors and governance bodies. In addition, they will gain a practical leadership and communication toolkit. Gentex Training Center builds this programme around live project practice, so delegates return ready to lead delivery with confidence.

FAQs





Q1 What is the "Project Leadership, Management and Communications" course about?

It develops the leadership and communication capabilities that determine project success. Participants learn team leadership, stakeholder management, influence, structured reporting, and conflict handling. The course focuses on people-side delivery rather than project scheduling mechanics.

Q2 What are the key benefits of the "Project Leadership, Management and Communications" course?

It improves team commitment, stakeholder alignment, and reporting quality. Participants gain influence, coaching, and conflict-handling skills plus tighter governance discipline. Organisations benefit from fewer escalations, clearer decision-making, and projects that recover faster from problems.

Q3 What skills will I gain from the "Project Leadership, Management and Communications" course?

Participants gain project team leadership, stakeholder management and influence, project communication and governance, and conflict resolution and change leadership.



Q4 What tools, methods, or standards are covered in the "Project Leadership, Management and Communications" course?

The course covers situational leadership, the Goleman six leadership styles, Tuckman's stages of team development, psychological safety, the RACI matrix, power-interest stakeholder mapping, Cialdini's six principles of persuasion, the Minto Pyramid Principle, structured status reporting, decision logs and action tracking, the GROW coaching model, the SBI feedback model, the ADKAR framework, and Kotter's eight-step model.

Q5 How is the "Project Leadership, Management and Communications" course applied in real-world practice?

Project leaders apply it by running team charters and RACI clarity checks, coaching team members through delivery challenges, and managing sponsor expectations with evidence. They also run governance meetings with decision logs and lead teams through resistance during scope or timeline change.