

'How To' Develop a Communication Plan

Purpose	This workshop will introduce trainees to the concepts and processes needed to develop an effective Communication Plan.
Duration	One Day
Intended audience	This workshop is designed for project, program and PMO managers and their teams.
Learning outcomes	<p>This workshop will work through the process of developing a communication plan for a project, including:</p> <ul style="list-style-type: none"> - The importance of analysing the stakeholder community - Who are the 'right' stakeholders? - Who are the most important? - What are their expectations? - What is their attitude? - Developing a targeted Communication Plan, including defining the: <ul style="list-style-type: none"> - Message - Messenger - Frequency and format - Monitoring and measuring the effectiveness of the Communication plan <p>Based on a Case study and a team environment, you will develop the essential data for inclusion in the Communication Plan; including a session on the techniques for communicating to difficult stakeholders.</p>
Learning environment	Face to face presentation with supporting exercises based on a case study.
Special requirements	Nil
Course materials	All workshop attendees will be provided with a course workbook and references to an extensive library of papers to assist participants develop their skills.
Provider	<p>Mosaic Project Services Pty Ltd (Mosaic is a PMI approved R.E.P.)</p> <ul style="list-style-type: none"> - Lynda Bourne, Director of Training, - Patrick Weaver, Managing Director.
Venue	<p>Hotel Charsfield 478 St Kilda Road Melbourne</p> <p>http://www.charsfield.com/ 9:00am to 5:00pm</p>
PDU information	PDU Hours: 7
Additional information	<p>Contact Mosaic Project Services Pty Ltd Telephone: (03) 9696 8684 Email: training@mosaicprojects.com.au</p>