



PROJECT AND CONTRACT MANAGEMENT

Communication Skills for Project Teams

3 day course

Classroom, online or in-house

Course overview

Projects run on information moving between people who do not report to each other, which makes communication a delivery risk rather than a soft skill. This course treats it that way. Delegates work through the communication plan and its match to the stakeholder map, written communication that survives being forwarded, and the meetings that actually decide something. Escalation is covered as a discipline, including raising a problem early without appearing to fail. Difficult conversations with contractors, clients and colleagues are practised. The course closes on communicating across cultures and time zones, and on the record that project communication becomes when a dispute arises.

What you will learn

- Build a communication plan matched to the stakeholder map
- Write project communication that survives being forwarded
- Run meetings that produce decisions rather than minutes
- Escalate a problem early without appearing to have failed
- Handle difficult conversations with contractors and clients
- Communicate effectively across cultures and time zones
- Recognise that project communication becomes evidence

Who should attend

- Project managers and coordinators
- Engineers and technical staff in project teams
- Contract administrators
- Client and contractor representatives
- Anybody working in a matrix project structure

Course outline

- 01 Communication as a delivery risk
- 02 Communication planning and the stakeholder map
- 03 Written communication that holds up
- 04 Meetings that decide
- 05 Escalation as a discipline
- 06 Difficult conversations
- 07 Cross cultural and distributed teams
- 08 Communication as evidence

Upcoming dates

Dates	Venue	Format	Fee per delegate
7 to 9 October 2026	Lagos, Nigeria	Classroom	USD 995
11 to 13 November 2026	Gaborone, Botswana	Classroom	R14,950
2 to 4 December 2026	Durban, South Africa	Classroom	R14,950
23 to 25 December 2026	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | info@afriscience.co.za | Pretoria, Gauteng, South Africa