

PROJECT MANAGEMENT | COURSE BROCHURE

Project Communication and Reporting Skills

5 days | Classroom training | English

SMART HORIZON

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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Course content

Why attend

Project managers spend most of their time communicating, yet many reports and meetings fail to inform or persuade. This course builds communication skills for projects: communication planning, status reports, steering committee presentations, effective meetings, escalations and communicating bad news early and constructively.

Clear communication prevents misunderstandings, surprises and loss of confidence. You will learn to communicate project information with clarity and impact.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Report writing exercises, presentation practice with feedback, meeting simulations and escalation role plays.

Course objectives

By the end of this course, participants will be able to:

- Plan project communications for different stakeholders
- Write concise, informative status reports
- Run effective project meetings
- Present to steering committees
- Escalate issues appropriately
- Communicate bad news constructively

Target audience

This course is suitable for:

- Project managers
- Project coordinators
- Team leaders
- PMO staff
- Technical leads



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Target competencies

Participants will develop competencies in:

- Written communication
- Presentation
- Meeting facilitation
- Escalation
- Stakeholder communication

Course outline

Day 1: Communication in Projects

09:00–10:08	Communication needs
10:08–11:00	Communication plans
11:00–11:30	**Coffee break**
11:30–11:45	Communication plans (continued)
11:45–12:53	Channels
12:53–14:00	Exercise

Day 2: Status Reporting

09:00–10:08	Report structure
10:08–11:00	RAG status honesty
11:00–11:30	**Coffee break**
11:30–11:45	RAG status honesty (continued)
11:45–12:53	Writing concisely
12:53–14:00	Workshop

Day 3: Meetings

09:00–10:08	Meeting types
10:08–11:00	Facilitation
11:00–11:30	**Coffee break**



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11:30–11:45	Facilitation (continued)
11:45–12:53	Actions and minutes
12:53–14:00	Simulation

Day 4: Steering Committees

09:00–10:08	Preparing papers
10:08–11:00	Presenting decisions needed
11:00–11:30	**Coffee break**
11:30–11:45	Presenting decisions needed (continued)
11:45–12:53	Handling questions
12:53–14:00	Practice

Day 5: Difficult Messages

09:00–10:08	Escalation
10:08–11:00	Bad news
11:00–11:30	**Coffee break**
11:30–11:45	Bad news (continued)
11:45–12:53	Managing reactions
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,840.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,860.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,450.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Vienna Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,940.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Rome Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,450.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,890.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,450.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	17 May 2027	21 May 2027	**£2,540.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Dubai Confirmed dates	7 Jun 2027	11 Jun 2027	**£3,150.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Cape Town Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,890.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Barcelona Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,840.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Rome Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Frankfurt Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,650.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Cape Town Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,890.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**
Dubai Confirmed dates	29 Nov 2027	3 Dec 2027	**£3,150.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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