

# Communication, Coordination, and Interface Management Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2026-04-14

**End Date:** 2026-04-18

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** SAAC

**Course Code:** SAAC-18

## Syllabus

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### Course Syllabus

#### Course Introduction

This course is designed to enhance skills in managing effective communication, improving coordination and interface management within various project environments. Participants will gain practical insights into how to foster collaboration and achieve organizational goals.

- Learn to apply these skills in real-world scenarios to drive project success.
- Enhance teamwork by improving information flow and decision-making processes.
- Develop strategies to overcome communication barriers and coordination challenges.

## Course Outlines

### **Day 1: Fundamentals of Communication**

- The communication process and models
- Types of communication: Verbal, Non-verbal, Written, and Visual
- Overcoming barriers to effective communication
- Technological tools for improving communication

### **Day 2: Advanced Communication Skills**

- Emotional intelligence in communication
- Persuasive and assertive communication techniques
- Conflict resolution and negotiation
- Cultural diversity and communication

### **Day 3: Coordination Techniques**

- Principles of coordination in organizations
- Role of leadership in coordination
- Techniques for effective team coordination
- Coordination tools and software

### **Day 4: Interface Management Essentials**

- Understanding interfaces within project scopes
- Roles and responsibilities in interface management
- Planning and implementing interface management strategies
- Case studies on successful interface management

### **Day 5: Integration and Practical Application**

- Integrating communication, coordination, and interface management
- Simulation exercises: Applying skills in real-world scenarios
- Group presentations on hypothetical project scenarios
- Course review and feedback