Communication, Coordination, and Interface Management Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-09-01

End Date: 2026-09-05

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: SAAC

Course Code: SAAC-18

Syllabus

Course Syllabus

Course Introduction

This course is designed to enhance skills in managing effective communication, improving coordination
interface management within various project environments. Participants will gain practical insights into ir
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