MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

PROJECT REPORTING & STAKEHOLDER COMMUNICATIONS

"Delivering Clear, Timely, and Impactful Project Information to Drive Engagement and Results"

Schedule

Date	Venue	Fees (Face-to-Face)
22 – 26 Jun 2026	Istanbul, Turkey	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective communication is a cornerstone of successful project management. Whether dealing with internal teams or external stakeholders, the ability to report progress, manage expectations, and foster alignment is critical to ensuring project success. Inconsistent updates, poor reporting formats, and lack of transparency can derail even the most well-planned initiatives.

This 5-day course equips project professionals with the skills, tools, and frameworks needed to craft concise reports, engage diverse stakeholders, and communicate with influence throughout the project lifecycle. From dashboards and progress updates to executive briefings and crisis messaging, participants will gain practical strategies to deliver project information that is timely, accurate, and action-oriented.

Objectives

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

- Develop structured project reporting tools tailored to stakeholder needs
- Select the right communication channels and formats for various audiences
- Manage stakeholder expectations through clear and consistent messaging
- Apply storytelling and visualization techniques for impact
- Facilitate effective meetings, presentations, and written briefings

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Why Attend

- Enhance the visibility and credibility of your project updates
- Reduce miscommunication, delays, and stakeholder resistance
- Build trust and alignment with sponsors, clients, and team members
- Gain hands-on experience with report templates, dashboards, and tools
- Become a confident and influential communicator in high-stakes projects

Target Audience

This program is designed for:

- Project managers and coordinators
- PMO staff and reporting analysts
- Program managers and team leads
- Consultants and client-facing professionals
- Anyone responsible for stakeholder communication and reporting

Individual Benefits

Key competencies that will be developed include:

- Communication planning and message design
- Stakeholder mapping and influence strategies
- Progress reporting and variance analysis
- Data visualization and storytelling for reports
- Presentation and facilitation skills

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved communication flow across all project phases
- More effective stakeholder engagement and satisfaction
- Standardized, timely, and impactful project reporting
- Faster issue resolution and decision-making
- Greater transparency, accountability, and team collaboration

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Structured Briefings – Communication frameworks and reporting strategies
- Practical Workshops – Message crafting, visual reporting, audience targeting
- Live Exercises – Simulated meetings, briefings, and email drafting
- Peer Feedback – Practice sessions and improvement loops
- Templates & Tools – Dashboards, stakeholder maps, reporting checklists

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Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Project Communication

- Module 1: Role of Communication in Project Success (07:30 – 09:30) • PMBOK and PRINCE2 perspectives on communication • Common reporting failures and their consequences
- Module 2: Stakeholder Identification and Analysis (09:45 – 11:15) • Mapping influence and interest • Communication preferences and expectations
- Module 3: Communication Planning (11:30 – 01:00) • Developing a communications matrix • Aligning messages to project phases
- Module 4: Workshop – Create a Communication Plan (02:00 – 03:30) • Group activity on a sample project scenario

Day 2: Project Reporting Tools and Techniques

- Module 5: Status Reports and Performance Dashboards (07:30 – 09:30) • Format, frequency, and content best practices • Using RAG status, milestones, and KPIs
- Module 6: Variance and Exception Reporting (09:45 – 11:15) • Tracking scope, cost, schedule deviations • Root cause analysis and escalation protocol
- Module 7: Tools for Digital Reporting (11:30 – 01:00) • Microsoft Project, Power BI, Smartsheet, or Excel dashboards • Real-time collaboration and update tracking
- Module 8: Workshop – Build a Project Status Report (02:00 – 03:30) • Use real or mock data to develop a status brief

Day 3: Written and Visual Communication

- Module 9: Executive Summaries and Briefing Notes (07:30 – 09:30) • Condensing technical info for leadership review • What to highlight and how to write it
- Module 10: Storytelling with Data (09:45 – 11:15) • Using narrative structure in presentations • Charts, graphs, visuals that engage and clarify
- Module 11: Email and Document Etiquette (11:30 – 01:00) • Clear subject lines, formatting, and call to action • Attachments, version control, and audit trails
- Module 12: Exercise – Draft a Stakeholder Update (02:00 – 03:30) • Peer feedback on tone, structure, and message clarity

Day 4: Verbal Communication and Influence

- Module 13: Presentation Skills for Project Professionals (07:30 – 09:30) • Structure, flow, confidence, and time management • Handling tough questions and feedback
- Module 14: Running Effective Meetings (09:45 – 11:15) • Agendas, roles, action tracking • Dealing with disengaged or difficult participants
- Module 15: Crisis and Change Communication (11:30 – 01:00) • Delivering bad news constructively • Managing resistance and uncertainty
- Module 16: Simulation – Presenting to the Project Sponsor (02:00 – 03:30) • Live role-play with coaching feedback

Day 5: Integration and Action Planning

- Module 17: Integrated Communication Strategies (07:30 – 09:30) • Aligning technical, managerial, and strategic communications • Multi-channel messaging across stakeholder levels
- Module 18: Feedback Loops and Communication Metrics (09:45 – 11:15) • Gauging message effectiveness • Surveys, feedback forms, and metrics
- Module 19: Final Case Study – End-to-End Communication Simulation (11:30 – 01:00) • Stakeholder reporting from kick-off to closeout
- Module 20: Course Closure and Certification Exam (02:00 – 03:30) • Review and key takeaways

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Certification

Participants will receive a Certificate of Completion in Project Reporting & Stakeholder Communications, validating their expertise in delivering impactful project updates, engaging diverse stakeholders, and managing communication across project lifecycles.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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