

3-day Masterclass

PROJECT MANAGEMENT

COMMUNICATIONS

29 June-1 July 2015, Pearle Beach Resort & Spa, Wolmar, Flic En Flac, Mauritius

Team SYNthesis (Mauritius & Africa) Ltd is pleased to invite you to attend an intensive **Project Communications Management Masterclass** on **29 June—1 July 2015** at **Pearle Beach Resort & Spa, Wolmar, Flic En Flac, Mauritius**.

Communications takes up 80-90% of a manager's time. The most common **faux pas** is very embarrassingly **miscommunications**. If the science of progress is achieving the desired business outcome, then the art of delivery must therefore be marshalling the people harmoniously forward. **Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen, Winston Churchill.**

Specifically, project-related communications, be they verbal or written, emphasize facts and numbers rather than emotions and feelings. Educators take something simple and make it complicated. Communicators take something complicated and make it simple. **The most important thing in communication is hearing what isn't said, Peter Drucker.**

Project Communications Management (Project CM) is a new approach to analyze **communication competence** of project situations, develop **effective communication** means, manage all information flow within and outside of the project. This new direction of **applied communication** can create innovative forms for identification and resolving communication problems in the most challenging of projects, and also prevent from various **information conflicts** from exploding into **complicated crisis situations**. Consequently, the program/project team is focused on gainful activities, hence overall productivity, efficiency & morale increases. **Who you are is speaking so loudly that I can't hear what you're saying, Ralph Waldo Emerson.**

No matter how clearly we have articulated matters, people may misread, misinterpret and misunderstand. What can a program/project manager do? The **Project CM Masterclass** examines the **reasons** why despite expectations, outcomes and duties being clearly defined, a program/project could **wildly fail** as communications is not always as simple as receiving and sending messages correctly. A successful project manager **MUST** be a great communicator! **What is correct may not be right underpinning the frightening difference between knowledge and wisdom, the lack of phronesis!**

Why Attend the Project Communications Masterclass
Constant, effective communication among all **project stakeholders** ranks high among the factors leading to the success of a project. **It is a key prerequisite of getting the right things done in the right way.** Learn how successful Project Managers achieved the impossible feat of being there for everyone, being in touch with the **real challenges** of the project, understanding the **real issues** within the team who must deliver the project as well as understanding the issues of the sponsors/stakeholders who the team delivers the project for. **Being present, visible and engaged with everyone is IMPOR-TANT**, during the good times and the challenging times. **As George Shaw puts it solicitously, the single biggest problem in communication is the illusion that it has taken place.**

About the Chief Instructor:

Mr. Tan Chee Peng is the founder and CEO of **Team SYNthesis (TS)** and **Business Technovise International (BTI)**, a strategic services firm specializing in Business / IT Strategy, **Programme & Project Management (PPM, PMO & IQA Advisory)** of large implementations and business process integration projects.



Prior to BTI, Mr. Tan was the managing partner, **Andersen Worldwide** managing the consulting practice in Mauritius, Madagascar, Kenya, Malawi, Tanzania and Uganda. Mr. Tan, an **ASEAN scholar** and a **First Class** Degree holder from Imperial College, UK, has more than **29 years of consulting experience** in financial services industry, helping MNC clients in Business-IT Strategy Formulation & Implementation, Business Process Reengineering, Programme and Change Management, Performance Management and, e-Commerce strategy and Implementation. He was previously the Vice President, Technology of **Citibank N.A.**, Singapore.

Mr. Tan was conferred the **CITPM Senior**, the Singapore National IT Project Management Certification on 26 November 1998. Based on his professional work in Singapore, Mauritius and Africa, he was independently nominated and admitted to the **International Who's Who of Professionals for 1999**. Mr. Tan also sits on the **Board of Assessor** for the Singapore National IT Skills Certification Programme – IT Project Management since its inception.

He is also a **Fellow Member** of the Singapore Computer Society and has been listed on the **SCS Roll of Honour** in recognition and appreciation of his valuable support and contribution to the Society. Mr. Tan has given Project/Programme Management Conferences, workshops and training sessions to more than **5,000 PMs** worldwide and has successfully completed assignments in more than **62 countries**. Mr. Tan is also a Mauritius SAPES recipient & invited member, **Honorary 300** of the Singapore National Infocomm Registry for ICT Professionals 2011-2013. Mr Tan anchors the national Leadership certification programme in **Malaysia, Singapore & Mauritius**.

Target Audience:

This course aims at empowering the Program managers, Project managers, Operations managers, Senior Engineers, Team Leaders, managers and others who want to apply best practices for **Communications Management**. This is the **Seventh** of 10-part knowledge areas to develop high performance teams that can drive initiatives to successful completion and obtain the desired organization outcome. **Certified PMs will find the missing links in their PPM practices and relish its inherent challenges.**

The course is very demanding, inevitably it will force the participants out of their comfort zone in order to climb the next S-curve. All participants **should have** a laptop (with **WIFI Connections**) in order to take part in the exercises and read the course notes provided in PDF format.



PROJECT MANAGEMENT COMMUNICATIONS

Agenda

DAY ONE - Monday 29 June 2015 (08:30 –19:00)

08:30-12:30

Communications Management – The Great Illusion

- Communications Management Plan
- Communications Requirements Analysis
- Project Communications
 - Technology
 - Models
 - Methods
 - Systems

Project Communication Outline

- About Communication
- Manager's Role
- Communication Models
- Types of Project Communications
- Communication Barriers

Continuum of Channel Richness & Components

- Verbal (what we say, 7% words)
- Vocal (how we say it, 38% voice)
- Visual (what our body says, 55% non-verbal body language)

Informal Communication Channels

- Management by Wandering Around (MBWA)
- The Grapevine
- Network

Communications Techniques

- Effective Listening
- Questioning Skills
- Interaction, Assertion, Confidence & Precision
- Empathy & EQ/EI
- Non Verbal Body Language

13:00-19:00

Practical Sessions

Project CM—The Masterclass

Computer Based Testing (CBT) 1

Course Work (PMP) 1

Group Work 1

PMBOK Process Groups & 10 Knowledge Areas – Plan Communications Management, Manage Communications, Control Communications

- Communications (direct)
- Integration (how it is impacted)
- Scope (how it is impacted)
- Time (how it is impacted)
- Cost (how it is impacted)
- Quality (how it is impacted)
- Human Resource (how it is impacted)
- Risk (how it is impacted)
- Procurement (how it is impacted)
- Stakeholder (how it is impacted)

1st IGS Leadership Speaker

DAY TWO - Tuesday 30 June 2015 (08:30 –19:00)

08:30-12:30

Review & Discussion on CBT, Course Work & Group Work

Communication Processes

- Plan communications
- Manage Communications
- Control Communications

Performance Management

- Influence & Persuade
- Seek to Understand Before Being Understood
- Crucial Conversations & Trust Building
- Circular Argument

Stakeholder Engagement & Issue/Risk Management

Performance Reporting

- Communicating with Stakeholders
- Presentation Skills
- Socialization-Syndication & Coalition Building
- Outcome-based Conflict Resolutions

13:00-19:00

Practical Sessions

Leadership Session -

Project CM – Beyond Best Practices

Computer Based Testing (CBT) 2

Course Work (PMP) 2

Group Work 2

2nd IGS Leadership Speaker

Project CM Review

DAY Three - Wednesday 1 July 2015 (08:30 –19:00)

08:30-12:30

Group Work 3 (Presentation)

Computer Based Testing (CBT) 3

13:00-19:00

Practical Sessions

Project CM – Delivering the Desired Business Outcome

3rd IGS Leadership Speaker

Certificate of Attendance Presentation & Closing



PROJECT MANAGEMENT COMMUNICATIONS

What Our Past **PLC** Masterclass Leaders Have To Say...



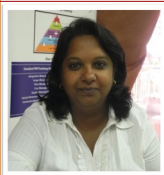
The 3-day PLC Masterclass has helped me to critically assess my roles in my organization. Being very focused, I had always thought that I was doing my job with the best approach. But, after the PLC Masterclass, I am equipped with new practical techniques which would enable me to do my job even better, for my benefit, my staff and my company. As a leader, over and above skill and competence, humility is very important to make the difference, have the winning edge and makes it happen...

Francois CHONG TSANG FEE AH QUNE, Manager Maintenance Planning, Air Mauritius Ltd



Being at the level of management, all the scopes are of great interest to me. On a personal point of view I also find that all the scopes are important for any deliverables in any field of activity. Overall, I am satisfied with this 3-day PLC Masterclass Workshop. The class was really interesting and all the modules are directly applicable to the different functions for the deliverables in our company. On the whole, I must say that the approach with all the details were very good for the understanding of the course...

Ludy RAMALINGUM, Managing Director, DCL



The PLC Masterclass has driven me back into the inspired mood of the 5-day PLC. This Masterclass, however, is more in-depth and covers each knowledge area comprehensively. The Masterclass has given me more useful tools which I can, not only use in my work, but also in my day-to-day life. Overall, I am very satisfied and will certainly encourage my colleagues & friends to attend the future Masterclass series...

Beenou MUNGRA-RAMPARGASS, Human Resource Manager Livestock Feed Ltd



The PLC Masterclass has completely taken me out of my comfort zone. Now that I have acquired a lot of practical techniques, I will certainly put them into practice as from tomorrow. The Masterclass made me realize that I have not reached the summit yet. I will definitely set another dream for my students tomorrow. The Masterclass journey has come to a quick end but created 2 major changes in me (both personal & professional). I would also testify that the Masterclass is tougher than my PhD ...

Mahend GUNGAPERSAD, Rector, Rabindranath Tagore Secondary School



I have recently been posted in the Quality Department in my company. I was unaware of the terms used. Now after the Masterclass, I am well equipped to do the Quality Assurance & I am well versed with the 'Quality terms'. The concepts/ideas presented will be very helpful to me to apply in my new job. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Mirella MALHERBE, Assistant Administrative Officer, Financial Services Commission



The 3-day PLC Masterclass was very insightful. I have learnt many techniques & terminologies which will allow me to compartmentalize the steps and activities in my project procurement plan. What I acquired in the Masterclass will be very useful in building up my knowledge and helping me in putting theory into practice. Besides, it is always a pleasure to attend the PLC Masterclasses...

Eric Tailly, Project and Engineering Manager DRBC Milling Co Ltd, Alfeo Group



Very good knowledge was imparted to us, with more details, techniques & templates to enable one to perform better in his daily work. I will certainly use these techniques to achieve better targets for my company. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Yasdeo RAWOTEEA, Head of HR Management, Cum Head of Electronic Banking, MPCB



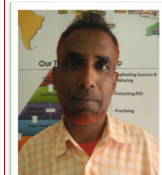
After the 5-day PLC course, I thought I had gone through everything. But, life is a learning process. The 3-day PLC Masterclass was a good refresher course on each knowledge area topped up with real-life experience. I acquired new skills which I will put into practice as from tomorrow ...

Ken Arian, Manager Business Projects Harel Mallac Technologies Ltd



The 3-day PLC Masterclass was very interesting and I learnt new techniques which will help in practice. Communication plays a vital role in my job & it is good to know how to handle it. In the PLC Masterclass, I learnt how to conduct presentations the right way. It will certainly be very helpful for me...

Amit JUGGURNATH, IT Manager Central Water Authority



I have learnt a lot in this Masterclass. I will have to apply everything that I have learnt in my day-to-day work & make things better. I will certainly recommend my colleagues/friends to attend the Masterclass in the future...

Hassen Emrith, Head of Operation, Vector International Ltd



Apart from being an invaluable knowledge enriching experience, the Masterclass on Risk Management has broadened my views and has enhanced my way of doing things. Managing risk is a daily activity for all of us. In general, we all have a general idea of risk management and mitigation but this 3-day Masterclass brings out this practical and real aspects, especially in the context of running a business. Investors are always worried about multiplying their wealth, directors about their paychecks, creditors about payment on time and so many constraints exist in real life. However, this Masterclass shows us how to identify, address and mitigate risks such that no issue is left unresolved thereby, satisfying all stakeholders.



The 3-day PLC Masterclass has exceeded my expectations, not only professionally but also personally. I regret it's already over. What I learnt will complement my professional life with the additional knowledge of tools, techniques and technical terminologies. The Masterclass certainly value-add in terms of planning for my future professional career ...

Jeannique Marie Noelle Ithier, Procurement Manager Livestock Feed Ltd



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PROJECT MANAGEMENT COMMUNICATIONS

What Our Past **PLC** Masterclass Leaders Have To Say...



I would like to say that the 5-day PLC has brought many success in my department. This 3-day PLC Masterclass is more detailed. I learnt many things which I will certainly put into practice...

Ronny PAZOT
Infrastructure & Production Manager
MCB LTD



Attending the 3-day PLC Masterclass was a significant achievement for me, especially in learning the different aspects of Integration management. The Masterclass also taught me how to stay focus in what we do and that there is no barriers to success if you have a vision and the right plan and approach to achieve it ...

Mantasha RAMPARSAD
Client Service Manager
Deutsche Bank Mauritius Ltd



The 3-day PLC Masterclass has certainly morphed me into a butterfly. I can now relate to the key aspects of stakeholder engagement and using the various techniques to drive an initiative to a successful outcome. I am now more focused ready to fly...

Damini RAJIAH
Analyst Programmer
Mauritius Telecom



did ...

Before attending the 3-day PLC Masterclass, planning was the main thing for me to start a project. But now, it is not only about planning, but also applying the 10 Knowledge areas. With a very complete & comprehensive view of Project Management, the knowledge I gained in the Masterclass will certainly help me to drive my projects successfully in the future. The 3-day PLC Masterclass is worth more than the 2-year Masters in Project Management that I

Jean Eddy ARISTIDE
Assistant Maintenance Manager



The 3-Day PLC Masterclass is where I have practiced and mastered the hands on experience and apply the best methodologies in the field of Project Management. The learnership is beyond the boundaries of the traditional lecture class but rather of a Masterclass Project Management Office where attendees use a PMIS, diagnose a real Project Management Plan, use real project documents and apply best methodologies in live-mode project management. The Intermediate PPM Workshop is an ideal platform where Project Managers are inspired and propelled to showcase with confidence their project performance, progress and success to any Steering Committee. PLC Masterclass where the Project Management savvy meets the Master of Project Management Practitioner to strengthen his/her foundation and eventually grow in heights...

Arvind MUNGROO
Project Manager



It was a very tough balancing act of ongoing work pressure and the 3-day PLC Masterclass intensity. Nevertheless, I can say with certainty that I have no regrets staying the course & completing the Masterclass. I am very happy to learn of challenges that lie within and beyond a project. I am now much more prepared for these challenges & the next steps. What I liked the most in the Masterclass is the practical sessions and their interactions. It gave us an opportunity to think deeper and broader. The 3-day PLC Masterclass is, without any doubt, very interesting and fulfilling ...

Nadine LUCHMUN
QA Manager
Chesteroc Ltd



The 3-day PLC Masterclass has very much exceeded my expectations. I have been able to grasp many techniques on how to engage stakeholders. The Masterclass is indeed a very intense experience with in-depth focus on a specific knowledge area and solutions towards handling difficult situations ...

Purusham RAMIAH
Software Engineer
Mauritius Telecom



The 3-day PLC Masterclass has exceeded my expectations. I will certainly recommend to my Management to send our senior staff to attend this Masterclass which will generate win-win outcome for the Company. I am taking away with me a pool of knowledge that will put me in a good stead for the challenges ahead ...

Noorani RUJUBALI
Maintenance Manager
AVIPRO Ltd



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Registration Form

1. PERSONAL DETAILS

Mrs ☐ Miss ☐ Ms ☐ Mr ☐

First Name (s) _____ Title (Dr, Prof, etc) _____

Billing Address _____ Surname _____

_____ Country _____

_____ Company _____

_____ Mobile _____

Tel. (Incl. area code & extension) _____ Fax _____

Email _____ Personal Email _____

Meal Preferences: Veg ☐ Non-veg ☐ Signature _____ Date _____

2. PROFESSIONAL BACKGROUND

Qualifications _____ Years of Experience _____

Years of Project Management Experience _____ Years as Officially-designated PM Roles _____

Professional Project Management Certification (e.g. PMI, CIIPM, PLC, AAPM, Prince2, etc) _____ Additional Information _____

3. REGISTRATION METHOD

Email: PLCSecretariat@teamsynthesis.com Post: TeamSYNthesis (Mauritius & Africa) Ltd

Phone: (230) 465 0048/ (230) 454 6730 2F Buswell House,

Fax: (230) 465 0048/ (230) 454 6730 1D Buswell Avenue

Quatre Bornes

Mauritius

4. MODE OF PAYMENT

(Local Delegates - Rs. 33,000)

Number of participants _____

☐ Please find enclosed a cheque for Rs. _____

☐ Please invoice my institution and payment will be made prior to the start of the Course.

Cheque should be drawn to the order of **Team SYNthesis (Mauritius & Africa) Ltd**

(Overseas Delegates - USD 2,000)

Number of participants: _____

The only method of payment acceptable is via Telegraphic Transfer to the bank account of the Team SYNthesis (Mauritius & Africa) Ltd. Payment must be received 10 days before the start of the course.

Swift Code: STCBMUMU

Account Name: Team SYNthesis (Mauritius & Africa) Ltd

Bank Account No: 610 301 0003 7432

Bank Name: State Bank of Mauritius

Bank Address: State Bank Tower

1 Queen Elizabeth II Avenue

Port Louis

Mauritius

MQA APPROVED

5. INFORMATION & DISCLAIMER

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

CANCELLATIONS & SUBSTITUTIONS

Once registration form is received by Team SYNthesis and invoice issued to participants, payment is expected. You may substitute participants at least 5 working days prior to the beginning of the Course. Cancellations will be refunded only if made in writing at least 10 days prior to the beginning of the Course. In lieu of the preceding cancellations, participants can be transferred to the next session but such transfer is allowed ONCE only regardless of the period of notice. No refund is given for any late cancellations or for participants who do not show up for the course (no-show or partial show). The Organizers reserve the rights to change the venue at their own discretions.

VENUE & ACCOMODATION

Pearle Beach Resort & Spa,
Wolmar, Flic En Flac
Mauritius

REGISTRATION DEADLINE

The duly filled Registration form together with payment should reach the Team SYNthesis (Mauritius & Africa) Ltd by Monday, 22nd June 2015. (Tel: (230) 454 6730 / (230) 465 0048)



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PROJECT MANAGEMENT COMMUNICATIONS

2015 PLC MASTERCLASS PROGRAMME

Please also register me for the following  Masterclass series:

S/N	Name	Date	Status=Open
7	Communications Management (Current)	29 June-1 July 2015	<input type="checkbox"/>
8	Risk Management	27-29 July 2015	<input type="checkbox"/>
9	Procurement Management	7-9 September 2015	<input type="checkbox"/>
10	Stakeholder Management	21-23 September 2015	<input type="checkbox"/>
11	Project Simulation (Intermediate) PPM Workshop	19-21 October 2015	<input type="checkbox"/>
12	Program Simulation (Advanced) PPM Workshop	26-28 October 2015	<input type="checkbox"/>
13	Portfolio Simulation (Expert) PPM Workshop	4-6 November 2015	<input type="checkbox"/>
1	Integration Management	26-28 January 2015	CLOSED
2	Scope Management	4-6 February 2015	CLOSED
3	Time Management	23-25 March 2015	CLOSED
4	Cost Management	18-20 May 2015	CLOSED
5	Quality Management	15-17 June 2015	CLOSED
6	Human Resources Management	22-24 June 2015	CLOSED