

# Project Management Training

**Course Duration: 08 Hours**

**Course Code: PMT**

## 1. Course Overview

Project Management Training (Soft Skills) is designed to equip professionals with essential interpersonal and organizational abilities required to manage projects effectively. This course focuses on communication, leadership, time management, and problem-solving skills to ensure successful project execution and team collaboration in dynamic work environments.

## 2. What You'll Learn

- Effective communication and stakeholder management
- Leadership and team motivation techniques
- Time management and task prioritization
- Conflict resolution and negotiation skills
- Decision-making and problem-solving strategies
- Risk management and adaptability
- Collaboration and teamwork enhancement

## 3. Target Audience

- Project Managers and Team Leads
- Working professionals handling projects
- Business analysts and coordinators
- Fresh graduates aspiring to enter project roles
- Anyone looking to improve soft skills in project handling

## 4. Pre-Requisites

- Basic understanding of workplace environment
- Interest in managing teams or projects
- No technical background required
- Willingness to learn communication and leadership skills

## 5. Course Content

- Introduction to Project Management & Soft Skills
- Communication Skills for Project Success
- Leadership & Team Building
- Time Management & Productivity Techniques
- Conflict Management & Negotiation
- Problem Solving & Decision Making
- Risk Handling & Stress Management
- Stakeholder Management
- Real-life Case Studies & Role Plays