Soft Skills for Project Success Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Soft skills are a critical success factor in modern project management, directly influencing stakeholder alignment, team performance, risk mitigation, and delivery outcomes. While technical competencies provide structure and control, it is communication, leadership, emotional intelligence, adaptability, and collaboration that determine whether projects succeed in dynamic, high-pressure environments. Soft Skills for Project Success Training Course focuses on the practical application of soft skills required to manage project teams, engage stakeholders, resolve conflicts, and drive accountability across the project lifecycle. Participants will develop the interpersonal capabilities needed to complement technical project management frameworks and deliver sustainable results.

The course emphasizes real-world project environments where cross-functional teams, cultural diversity, remote collaboration, and rapid change are common. Through structured learning, guided reflection, and applied case studies, participants gain tools to enhance influence, decision-making, negotiation, and resilience. The program supports professionals seeking to improve project outcomes by strengthening leadership presence, communication clarity, trust-building, and team motivation, ensuring projects are delivered on time, within scope, and with stakeholder confidence.

Programme Curriculum

Soft Skills for Project Success Training Course

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Course Objectives

1. Strengthen communication skills for effective project coordination and reporting.
2. Develop leadership competencies for managing diverse project teams.
3. Apply emotional intelligence to improve team engagement and performance.
4. Enhance stakeholder management and relationship-building capabilities.
5. Improve conflict resolution and negotiation skills in project environments.
6. Build collaboration and teamwork across cross-functional project groups.
7. Strengthen decision-making and problem-solving under pressure.
8. Improve adaptability and resilience in complex project settings.
9. Apply influence and persuasion techniques to gain stakeholder buy-in.
10. Enhance time management and personal productivity for project delivery.
11. Strengthen presentation and facilitation skills for project meetings.
12. Promote accountability and ownership within project teams.
13. Integrate soft skills into structured project management practices.

Organizational Benefits

- Improved project delivery success rates
- Stronger collaboration across departments and teams
- Enhanced stakeholder satisfaction and engagement
- Reduced project conflicts and communication breakdowns
- Increased leadership effectiveness among project managers
- Better team morale and motivation
- Improved decision-making and issue resolution
- Stronger alignment between project goals and business objectives
- Enhanced organizational culture of accountability and trust
- Greater adaptability to change and uncertainty

Target Audiences

- Project managers and project coordinators
- Team leaders and supervisors
- Program and portfolio managers
- Business analysts and project support staff

- Engineers and technical project team members
- Consultants and project advisors
- Senior managers overseeing projects
- Emerging professionals preparing for project leadership roles

Course Duration: 5 days

Course Modules

Module 1: Communication Skills for Project Success

- Principles of effective communication in projects
- Clear messaging for scope, roles, and expectations
- Active listening techniques for team engagement
- Managing communication across diverse stakeholders
- Reporting progress and risks with clarity
- Case Study: Communication breakdown and recovery in a project team

Module 2: Leadership and Team Motivation

- Leadership styles in project environments
- Building trust and credibility as a project leader
- Motivating teams without formal authority
- Delegation and empowerment techniques
- Leading through influence rather than control
- Case Study: Leading a high-pressure project with limited authority

Module 3: Emotional Intelligence in Projects

- Understanding emotional intelligence and its impact
- Self-awareness and self-regulation for project leaders
- Empathy and social awareness within teams
- Managing stress and emotional responses
- Building emotionally intelligent project cultures
- Case Study: Using emotional intelligence to resolve team tension

Module 4: Stakeholder Engagement and Relationship Management

- Identifying and mapping project stakeholders
- Understanding stakeholder expectations and interests
- Building long-term stakeholder relationships
- Managing difficult stakeholders effectively
- Communicating value and progress to stakeholders

- Case Study: Stakeholder resistance and project realignment

Module 5: Conflict Resolution and Negotiation

- Common sources of conflict in projects
- Conflict management styles and approaches
- Negotiation techniques for win-win outcomes
- Managing disagreements within project teams
- Turning conflict into constructive dialogue
- Case Study: Resolving interdepartmental conflict in a project

Module 6: Collaboration and Teamwork

- Building high-performing project teams
- Encouraging collaboration across functions
- Managing virtual and remote project teams
- Creating inclusive and participatory environments
- Strengthening team accountability and ownership
- Case Study: Improving collaboration in a distributed project team

Module 7: Decision-Making and Problem-Solving

- Structured decision-making techniques for projects
- Problem identification and root cause analysis
- Managing uncertainty and incomplete information
- Balancing speed and quality in decisions
- Escalation and decision accountability
- Case Study: Critical decision-making under tight deadlines

Module 8: Personal Effectiveness and Professional Presence

- Time management and prioritization for project roles
- Personal productivity tools for project success
- Professional presence and confidence building
- Effective presentations and meeting facilitation
- Continuous self-improvement for project professionals
- Case Study: Improving personal effectiveness to meet project milestones

Training Methodology

- Instructor-led presentations and interactive discussions

- Group exercises and role-playing simulations
- Practical activities based on real project scenarios
- Case study analysis and peer learning sessions
- Self-assessment and reflection exercises
- Action planning and facilitator feedback

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com