



كيفية تعزيز مهارات اللغة العربية لإدارة المشاريع بكفاءة عالية: دليل شامل

Duration: 5 Days

Language: ar

Course Code: IND19-102

Objective

Upon completion of this course, participants will be able to:

- Understand the vitality of effective language within project management.
 - Review the consequences of poor language and communication.
- Evaluate effective methods and techniques of language and communication.
- Examine external and internal factors influencing how a message is conveyed and received.
 - Promote project progress using strong and encouraging language.
- Provide constructive feedback and guidance through appropriate language.
- Comprehend how to utilise language to manage conflict and reduce tension within the project team.
- Translate particular communication formats into others clearly and concisely.

Audience

This course is designed for anyone who wishes to develop their language knowledge further to improve project outcomes. It would be most beneficial for:

- Project Managers

- Operations Managers
 - Project Engineers
- Sales and Marketing Managers
 - Senior Executives
 - Business Owners
- Regional Managers
 - Finance Analysts

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review case studies of projects with varying levels of success to highlight areas of effective communication and areas where poor language use resulted in less-than-ideal outcomes.

To ensure the participants gain a full insight into the taught content, they will participate in a combination of seminars, group discussions, and individual and group activities. This learning method collection allows ample opportunities to develop their knowledge and skills. The group activities will especially allow for skill improvement, as participants can work together to demonstrate their skills and provide feedback to one another.

Summary

In the world of business, regardless of industry, effective project management is essential to ensure projects are completed to the highest standard. One of the primary factors that influences the success of projects is the language used to communicate. Communication can positively impact a project at every stage, making its completion impossible. Having those involved in a project understand the importance of effective language will better guarantee the project's success.

Maintaining ideal communication and language is integral to every stage of a project. Project management heavily relies on the contribution of each member of the team, and this would require all individuals to be capable of communicating effectively. The type of language used can dictate how a message is conveyed and received and must be significantly considered before engaging with another. Language is not dependent on the specific wording used, but the tone of voice and body language can dramatically influence how the message may be received. With consideration of language, the risk of miscommunication is manageable.

Project managers or other individuals with leadership responsibility must also use language in other ways. Conflict and tension are often inevitable in extensive teamwork, and it is crucial to be able to use strong and effective language to talk through conflict and reduce overall tension.

Course Content & Outline

Section 1: Fundamentals of Language

- Recognising the importance of effective communication within a project.
- Identifying the different variations of language, including different formats of communication.
- Understanding the consequences of poor communication and the detrimental impacts on a project.
- Reviewing how language has evolved within different industries and projects.
 - The integration of language within the project's lifetime.

Section 2: Establishing an Audience

- Exploring how the receiver of information will influence how information is communicated.
- Understanding the target audience and ideal ways to maintain engagement.
 - Finding the appropriate wording and tone for each individual.
- Adjusting the language used to ensure important information is conveyed and received effectively.
 - Providing information in multiple formats to guarantee understanding.

Section 3: Integrating Language with Project Progress

- The role language plays within the project's lifetime.
- How effective communication must be maintained throughout all relevant communication channels, including important documents and contact methods.
- Encouraging project members to maintain productivity with encouraging language.
 - Pairing language with body language and appropriate tones to further promote a message

Section 4: Managing Team Members

- Understanding the vitality of balancing encouraging and firm language when providing feedback and criticism.
- Utilising different methods of communication and language to ensure a message is best received and acted upon.
- Identifying areas of conflict and using appropriate language to dissipate tension.
 - Offering training and development to those who need to work to standards.

Section 5: Presenting a Finished Project

- How to present a project with complete confidence.
- Combining tone, body language and verbal communication to promote the completed project.
- Addressing clients, stakeholders, and other important personnel with the necessary information in a way that is easily understood and processed.

Certificate Description

Holistique Training عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من (e-Certificate) وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993 أو ISO 21001 أو ISO 9001 كما أنها معتمدة وفق معايير (CPD) المستمر.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة CPD، ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة

Categories

اللغات، إدارة المشاريع، المبيعات والتسويق

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