

**COURSE OVERVIEW PM0009-3D**  
**Managing Project Stakeholders**

**Course Title**

Managing Project Stakeholders

**Course Date/Venue**

Session 1: August 30-September 01, 2026/Sur Meeting Room, Royal Tulip Muscat, Muscat, Oman

Session 2: December 27-29, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE



**Course Reference**

PM0009-3D



**Course Duration/Credits**

Three days/1.8 CEUs/18 PDHs

**Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.***

There has been considerable amount of courses given to contributing factors of project success and failure. Included in these have been the examination of project manager competence but little has been about the concepts and constructs of the role of project leaders in developing and communicating a project vision and the impact of this on project success.



One of the most significant contributions that any leader can make to an organization or project is that of creating and clearly communicating a shared vision. Therefore we argue in this course that, 'project vision' is a significant contributing factor to project success, and, the communication and maintenance of a 'project vision' will impact project outcomes.



This course will lead you on how to construct and execute a stakeholder communications plan outlines who you need to communicate with, about what, how you're going to do it, and how often you will do it.

The course will also consternate on few important considerations such as timing and budget. It will further discuss the project management and project vision; creating and setting communications objectives; applying effective stakeholder communication plan; defining and prioritizing key stakeholders; constructing key messages and developing communication tactics for each stakeholder group; applying stakeholder communications plan, structure, requirements and template; assigning and setting key messages of the project for the organization; allocating budget and responsibilities; applying the construction of a communication planning framework, communication tactics and methods; developing the quarterly communications calendar; assessing results, adapting the plan and implementing continuous improvement; and identifying the proper tools, technology and performance indicators.

### **Course Objectives/Outcomes & Benefits for the Participants**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on linking projects goals and objectives to clear compelling stakeholder needs
- Discuss project management and build project vision
- Create and set communications objectives and apply effective stakeholder communication plan
- Define and prioritize key stakeholders
- Construct key messages for each stakeholder group
- Develop communication tactics for each stakeholder group
- Discuss what to communicate to stockholders and when
- Illustrate stakeholder communications plan, structure, requirements and template
- Recognize the groups of stockholders and how to assign key messages
- Set key messages of the project for the organization
- Allocate budget and responsibilities and apply the construction of a communication planning framework
- Carryout communication tactics and methods and identify communication tactics cheat sheet
- Develop a quarterly communications calendar
- Assess results and adapt the plan and implement continuous improvement
- Identify proper tools and technology as well as performance indicators

### **Exclusive Smart Training Kit - H-STK®**



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

**Who Should Attend**


This course is essential for those who are involved in project management and particularly those who would like to have communication and negotiation project skills for successfully managing projects from start to finish.

**Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours


**Certificate Accreditations**

Haward's certificates are accredited by the following international accreditation organizations:

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. Joe Nel**, PE, PhD, MSc, MBA, BSc, PMI-PMP is a **Senior Finance & Management Consultant** with extensive experience within the **Oil, Gas and Petrochemical** industries. His expertise includes **Budget Monitoring & Cost Control, Finance Analysis, Advanced Budgeting & Forecasting** for Non-Finance Professionals, Mastering the **Financial Skills, Budgeting and Costing** for Decision Making, Effective **Budgeting, Cost Control & Analysis, Advanced Business and Financial Reporting, Budgeting** for CAPEX, Cost Management for **Budgeting Purposes, Project Planning, Project & Construction Management, Quality Management, Transportation Management, Root Cause Analysis, Supply Chain Management, Effective Contract Management, Supervisory & Management Skills, Negotiation & Presentation Skills, Coaching & Mentoring and Strategic Decision Making, Communication Skills, Ethics & Business Etiquette, HR Metrics, Document & Records Management, Budgeting & Cost Control, Leadership Skills, Materials Management, Project Management, Contract Management, Asset Management, Procurement & Purchasing Management, Warehousing, Quality Management System (QMS), Business Management, Time Management, Performance Management, Construction Management.** Moreover, his experience includes resource management, systems development, financial analysis & forecast, risk identification & analysis and material appraisal. He is currently the **Senior Consultant & Trainer of Project Management Solutions** wherein he is responsible of the project management systems and processes.

During Dr. Nel's career life, he has shared his knowledge and practical expertise through numerous trainings worldwide and as a **Professor, Lecturer & Facilitator** of various **universities**. He has shown his expertise in challenging positions such as the **Project Manager, Senior Consultant, Senior Trainer, Office Manager, General Production Manager, Junior Design Engineer and Site Engineer.**

Dr. Nel is a **Registered Professional Engineer** by **ECSA**, has **PhD in Industrial Engineering, Master degrees in Civil Engineering and Business Administration (MBA)** and a **Bachelor degree in Civil Engineering** from the **University of Stellenbosch**. Further, he is an active **member** of the South African Institute of Civil Engineers (**SAICE**), the Institute of Municipal Engineers South Africa (**IMESA**) and the Project Management South Africa (**PMSA**). Moreover, he is a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** a **Certified Instructor/Lecturer, Project Management Professional** and has certifications in **PRINCE2 Foundations and Construction Management Program**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally



**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Learning Design & Customization**

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

**Course Fee**

**US\$ 3,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1**

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	<b>PRE-TEST</b>
0830 - 0930	<b>Introduction to Project Management</b>
0930 - 0945	Break
0945 - 1100	<b>Building Project Vision</b>
1100 - 1215	<b>Project Objectives &amp; Goals</b>
1215 - 1230	Break
1230 - 1330	<b>An Effective Stakeholder Communications Plan</b>
1330 - 1420	<b>Case Study in Selected Organization</b>
1420 - 1430	<b>Recap</b>
1430	Lunch & End of Day One





**Day 2**

0730 – 0830	<i>What to Communicate to Stockholders &amp; When</i>
0830 – 0930	<i>The Groups of Stockholders &amp; How You Assign Key Messages</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Budget Allocation</i>
1100 – 1215	<i>Responsibility Allocation</i>
1215 – 1230	<i>Break</i>
1230 – 1420	<i>Communications Tactics &amp; Methods</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch &amp; End of Day Two</i>

**Day 3**

0730 – 0930	<i>Assessing Results</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Continuous Improvement</i>
1100 – 1215	<i>Tools &amp; Technology</i>
1215 – 1230	<i>Break</i>
1345 – 1445	<i>Performance Indicators</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<i>POST TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS Project” and “Mindview Software”.





The screenshot displays the MindView software interface. The top window shows a mind map titled 'Problem Solving' with a central node and several branches: 'Assessment', 'Planning', 'Monitoring', and 'Measurement'. Each branch contains sub-nodes with icons and text. A red dashed arrow points from the mind map to a Word document window below. The Word document is titled 'PROBLEM SOLVING' and contains a structured list of steps corresponding to the mind map nodes. The steps are: Plan (Planing), Recognize symptoms, Set up team, Identify main problems, Select problem, Measurement, and Possible causes. The mind map is labeled 'Mind map' and the Word document is labeled 'Word'.

**Mindview Software**

**Course Coordinator**

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