

Professional Project Management Communication: Teaching Script

Topic: Professional Project Management Communication for IT Professionals

Grade Level: Adult Education (B1-C1 English Proficiency)

Duration: 60 minutes

Language Support: English with Polish translations

Key Skills: Negotiation, Meeting Facilitation, Technical Communication

Learning Objectives:

- Master professional IT project management vocabulary
- Develop effective meeting facilitation techniques
- Enhance cross-cultural communication abilities
- Practice technical requirement discussions

- ✓ Digital presentation slides
- ✓ Role-play scenario cards
- ✓ Self-assessment forms
- ✓ Meeting agenda templates
- ✓ Vocabulary reference sheets
- ✓ Documentation templates
- ✓ Feedback forms

Pre-Lesson Preparation

Room Setup:

- Arrange seating in a U-shape for easy interaction
- Set up presentation screen visible to all
- Prepare breakout areas for role-play activities
- Display key vocabulary posters

Common Communication Challenges:

- Direct translation of technical terms

- Overuse of informal language in professional settings
- Cultural misunderstandings in international teams
- Unclear meeting facilitation structure

Opening Phase (0-5 minutes)

"Welcome to our Professional Project Management Communication session. Today we'll focus on enhancing your communication skills in IT project environments."

[Distribute self-assessment forms]

Self-Assessment Questions:

- How confident are you in leading project meetings?
- What challenges do you face when explaining technical requirements?
- Rate your ability to negotiate with stakeholders

Opening Strategies:

- Use both English and Polish for initial instructions
- Create comfortable atmosphere for participation
- Acknowledge professional experience in the room

Technical Vocabulary Introduction (5-15 minutes)

"Let's build our professional vocabulary with key project management terms you'll use daily."

Essential Vocabulary Pairs:

English	Polish	Context
Scope creep	Pełzanie zakresu	Project expansion issues
Deliverables	Produkty końcowe	Project outcomes
Sprint planning	Planowanie sprintu	Agile methodology

Practice Activities:

- Rapid-fire vocabulary drills
- Context-based usage examples

- Peer teaching of terms

Negotiation Practice (15-25 minutes)

"Now we'll practice negotiation scenarios common in IT project management."

[Organize groups and distribute scenario cards]

Scenario Examples:

1. Timeline negotiation with external client
2. Resource allocation with team leads
3. Budget adjustment with stakeholders

Key Phrases to Practice:

- "I understand your concern about... (Rozumiem Państwa obawy dotyczące...)"
- "Let's explore alternative solutions... (Rozważmy alternatywne rozwiązania...)"
- "What if we were to... (Co by było, gdybyśmy...)"

Advanced Scenarios:

- Multi-stakeholder negotiations
- Crisis management situations
- Cross-cultural team conflicts

Meeting Facilitation Skills (25-35 minutes)

"Effective meeting facilitation is crucial for project success. Let's practice structured meeting management."

Meeting Structure Template:

Phase	Key Actions	Time
Opening	Agenda review, goal setting	5 min
Progress Updates	Team reports, blockers	15 min
Discussion	Key issues, decisions	25 min
Action Items	Next steps, assignments	15 min

Meeting Simulation Exercise:

1. Assign roles (Facilitator, Team Leads, Stakeholders)
2. Provide scenario: Sprint Review Meeting

3. Practice time management and discussion control
4. Implement active listening techniques

Technical Documentation Communication (35-45 minutes)

"Now we'll focus on clearly communicating technical requirements and documentation."

Sample Requirement Document Structure:

1. Overview
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Definitions
2. Functional Requirements
 - 2.1 User Interface
 - 2.2 System Features
 - 2.3 Performance Requirements
3. Technical Specifications
 - 3.1 Architecture
 - 3.2 Database Design
 - 3.3 API Documentation

Documentation Practice:

- Write clear acceptance criteria
- Document API endpoints
- Create user story descriptions
- Develop test case scenarios

Cross-Cultural Communication (45-55 minutes)

"International projects require understanding of cultural communication differences."

Cultural Communication Patterns:

Culture	Communication Style	Best Practices
Western European	Direct, task-focused	Be explicit, provide clear deadlines
Asian	Indirect, relationship-focused	Build rapport, respect hierarchy
Middle Eastern	Relationship-based, formal	Establish trust, formal addressing

Cultural Scenario Practice:

- Navigate team disagreements
- Handle feedback sessions
- Conduct status updates
- Manage conflict resolution

Assessment and Closing (55-60 minutes)

"Let's review key learning points and assess your progress."

Quick Assessment Questions:

1. What are the key components of effective meeting facilitation?
2. How do you handle scope creep discussions?
3. What strategies work best for cross-cultural communication?
4. How do you document technical requirements clearly?

Personal Action Items:

- Identify communication areas for improvement
- Set personal development goals
- Plan implementation strategies
- Schedule follow-up practice sessions

Additional Resources and References

Digital Learning Materials:

- Project Management Institute Documentation Guidelines
- Agile Alliance Best Practices
- Technical Writing Standards
- Cross-Cultural Communication Frameworks

Templates and Tools:

- Meeting Agenda Templates
- Requirements Documentation Samples
- Communication Planning Worksheets
- Cultural Awareness Checklists

Next Steps:

- Schedule one-on-one coaching sessions
- Join communication practice groups
- Participate in mock project meetings
- Complete online assessment modules

Closing Activities (50-60 minutes)

"Let's conclude by reviewing key learning points and completing our self-assessment."

Final Review Activities:

- Group presentation of negotiation outcomes
- Vocabulary retention check
- Communication strategy summary

Exit Ticket Questions:

1. Name three key negotiation phrases learned today
2. Describe one challenging scenario and your solution
3. Identify areas for further practice

Follow-up Tasks:

- Practice vocabulary with provided flashcards
- Complete one mock meeting scenario
- Record self-reflection in communication journal