

**Flexible > Relevant > Practical > Engaging**



NZ Institute of Highway Technology Limited (NZIHT), in conjunction with Continuing Professional Development (CPD) - online and e-learning specialists, now offers a range of courses in an online format. We understand that everything has to be fitted into a busy work and life schedule and have chosen the flexibility of online courses for this reason. Over many years a series of professional development courses that provide worthwhile practical skills which can be applied to your life, workplace and career.

## Communications Planning

A good Stakeholder Communications Plan delivers the right message, to the right stakeholders, at the right time.

Have your projects ever stumbled because of problems with stakeholder communication? The Communications Plan documents and organises the stakeholders' needs for communication during the project. Learn about communication goals, stakeholder requirements for communication and the flow of communication activities and schedules

### BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- Define the purpose and content of the Communications Plan
- Know who you need to communicate with
- Understand what information needs to be communicated
- Know how and when this communication should take place
- Understand formal and informal project communication methods
- Write a Communications Plan suited to the scope and scale of your project

**The online course includes a downloadable Communications Plan Template to help you quickly and easily develop a practical Communications Plan.**

# ON LINE COURSES

## Flexible > Relevant > Practical > Engaging

---

### WHO SHOULD TAKE THIS ONLINE PROJECT MANAGEMENT COURSE?

- Project Managers
- Project Team Leaders and team members
- Practitioners intending to move into project or risk management or leadership roles
- Public or private sector managers, supervisors, consultants, cross-functional team leaders or anyone who would like to gain a better understanding of risk management

The principles in this course apply to anyone who needs to manage and plan projects. It applies to practitioners across a range of skill sets including the science, engineering, architectural, planning, IT, marketing and sales fields.

### HOW LONG WILL IT TAKE?

It takes an average of 2 hours to complete this Communications Plan Elearning course including the practical exercise. Your progress through the course is recorded by Continuing Professional Development's learning management system. At the completion of the course you will be able to print a unique certificate of completion for your records.

### COST OF ON-LINE COURSE

\$99 +GST per person to complete this on line course. Note: pre-payment is required.

### HOW DO I REGISTER?

- Simply complete the registration form on the following page
- NZIHT will then send you an invoice for payment of the on-line course/courses you wish to complete
- Once invoice has been paid our partner company 'CPD' will send you a link to the course together with the code and instructions how to start.

**Flexible > Relevant > Practical > Engaging**



### **3 Easy Steps**

1. Find your course
2. Register and pay
3. Take your course

**START  
NOW!**

## **ON LINE COURSE REGISTRATION**

Course Name/s: \_\_\_\_\_

Course Name/s: \_\_\_\_\_

Course Name/s: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

*(All correspondence will be forwarded to the Contact person)*

Contacts email: \_\_\_\_\_

Contacts job title: \_\_\_\_\_

Phone: \_\_\_\_\_ Order Number: \_\_\_\_\_

Email this registration form to:

**Lisa Banks**

New Zealand Institute of Highway Technology Ltd (NZIHT)

P O Box 4273

New Plymouth 4340

Email: [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)

Phone: (06) 759 7065 ext. 705

☐ Tick box if you DO NOT wish to receive further correspondence from NZIHT

**Privacy Information:** In accordance with the Education Amendment Act, the NZ Institute of Highway Technology Ltd is required to collect information that may be used or exchanged with: NZ Qualifications Authority for Records of Learning, NZIHT staff (including use for marketing purposes) and their consultants, Industry Training Organisations, Land Transport New Zealand and Road Controlling Authorities, Education and Training Support Agency and scholarship providers, Staff of any training providers you may be involved with, Other agencies where disclosure is required for data matching or the maintenance of law and order as defined in the Privacy Act 1993.