

# Top Thirteen Project Management Skills

By Liz Masoner

I once spearheaded an international fashion project that involved collaboration with sixty cross-functional teams across eleven countries.

If that sounds like your idea of a good time—and you excel at keeping things organized, time management, working with others, and finding solutions to difficult problems—being a project manager might be the career for you.

Our list of essential project management skills covers what you need to be a successful project manager.

## What Are Project Manager Skills?

To succeed, project management professionals must bring together many moving parts and stakeholders. They need a wide variety of hard, technical and soft skills. While most project manager skills involve communication and organization, there are detailed technical and hard skills needed as well, relating to specific methodologies and frameworks, software, and industries.

## Thirteen Essential Skills for Project Managers

Successful project managers need a particular set of skills, acquired from various sources over their lifetime. From soft skills to detailed project management software and theory proficiency, the combination of skills is what gives you the ability to shepherd projects to a successful conclusion while meeting all required guidelines.

**Essential Soft Skills:** Some people seem wired to excel in certain ways. They have a knack for seeing easy solutions or soothing tempers in a disagreement. Soft skills build on those innate abilities and are refined over time, mostly through life experiences, although training can help some skills. If you are that person who always knows where everything is in the office (even when it is misfiled), you might be project management material.

### 1. Communication

Project managers act as a bridge between separate departments and stakeholders. You must be able to facilitate teamwork between parties that may never meet, or only meet when there is



an ongoing conflict. Nadege Minois, project and program manager, stresses that communication is often a primary function of project managers.

Mediating conflicts between project team members and departments with at times conflicting

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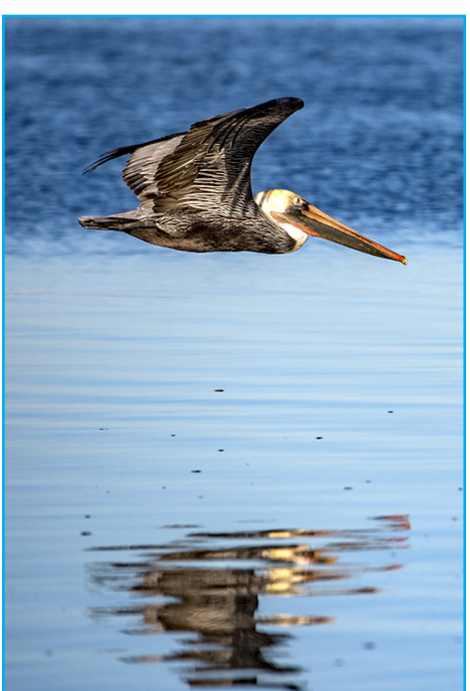
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2025

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Tuesday, October 21, 2025, 11:00 am–12:30 pm CDT Online  
Main Sponsor(s): US Small Business Administration  
Contact: Irene Gonzalez, 208-334-1673, [irene.gonzalez@sba.gov](mailto:irene.gonzalez@sba.gov)  
Fee: Free; registration required

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Tuesday, October 21, 2025, 1:00 pm–3:00 pm CDT Online  
Main Sponsor(s): US Small Business Administration  
Contact: Patrice Dozier, [patrice.dozier@sba.gov](mailto:patrice.dozier@sba.gov)  
Fee: Free; registration required

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SBA Starting and Growing a Business Webinar  
Tuesday, October 28, 2025, 12:00 pm–1:30 pm CDT Online  
Main Sponsor(s): US Small Business Administration, Massachusetts District Office  
Contact: Lisa Gonzalez Welch, 617-565-5588, [lisa.welch@sba.gov](mailto:lisa.welch@sba.gov)  
Fee: Free; registration required

Are you thinking of starting a business? Do you need small business assistance? Join Lisa Gonzalez Welch, economic development specialist with the United States Small Business Administration (SBA) Massachusetts District Office, to learn how SBA programs and services can be of assistance to help you start, expand, grow, and recover your business. This overview presentation covers: introduction to the SBA; SBA resource partner network; access to capital through SBA backed loan programs; and selling to the federal government. Register online for the free webinar at <https://www.eventbrite.com/e/starting-and-growing-a-business-the-sba-advantage-tickets-1660600864889>

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