

Project Coordination for Administrative Staff

Professional Training Course

Skillslab Training Provider

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Course Description

Introduction

Project Coordination for Administrative Staff is a comprehensive five-day professional training program designed to equip administrative professionals, executive assistants, office coordinators, and departmental support staff with the practical skills required to coordinate projects efficiently from initiation through completion.

Administrative employees play a critical role in keeping projects organized, documented, communicated, and aligned with deadlines. They support project managers, coordinate meetings, track actions, maintain records, communicate with stakeholders, follow up on deliverables, and help ensure that project activities progress according to plan. Without effective coordination, projects may experience missed deadlines, unclear responsibilities, incomplete documentation, communication gaps, duplicated effort, and weak accountability. This practical project coordination course provides participants with structured methods for organizing project information, developing schedules, monitoring tasks, managing documentation, supporting project meetings, tracking risks, coordinating stakeholders, and preparing progress reports. The program bridges the gap between administrative support and professional project coordination, enabling participants to contribute more strategically to project success.

The executive-level value of this program lies in strengthening project delivery capacity across administrative functions. Organizations benefit from improved coordination, clearer communication, stronger documentation, better deadline control, enhanced accountability, and more reliable project reporting.

Participants will gain practical templates, tracking tools, reporting formats, and coordination techniques that can be applied immediately within government entities, ministries, public sector organizations, and large corporations.

Course Objectives

By the end of this course, participants will be able to:

- Understand the role of administrative professionals in project coordination

- Track tasks, responsibilities, deadlines, and progress
- Coordinate project meetings and document key decisions
- Maintain accurate action logs and follow-up records
- Communicate effectively with project managers, team members, and stakeholders
- Identify and report project risks, issues, changes, and delays
- Support budget tracking and project resource coordination
- Prepare concise project status reports and management updates
- Manage competing priorities across multiple projects
- Improve project documentation and administrative controls
- Contribute to effective project closure and lessons learned
- Develop a practical project coordination improvement plan

Course Content

Day 1: Foundations of Project Coordination

- Understanding projects and project-based work
- Differences between projects, programs, operations, and routine tasks
- The role of administrative staff in project delivery
- Responsibilities of project coordinators and project support personnel
- Understanding the project life cycle
- Key stages from initiation to completion
- Defining project purpose, objectives, scope, and expected outcomes
- Identifying project deliverables and success requirements
- Understanding roles, authority, and accountability
- Supporting the project manager and project team
- Identifying internal and external stakeholders
- Establishing effective project administration procedures
- Organizing project governance and approval requirements
- Recognizing common causes of project failure
- Practical exercise: developing a basic project coordination framework

- Identifying milestones and key deliverables
- Defining task responsibilities and ownership
- Estimating task durations and resource requirements
- Sequencing activities according to dependencies
- Preparing project schedules and implementation calendars
- Establishing realistic deadlines
- Coordinating activities across departments
- Managing multiple tasks and workstreams
- Tracking planned versus actual progress
- Monitoring delays and overdue actions
- Managing changes to schedules and priorities
- Using task lists, trackers, calendars, and progress boards
- Practical exercise: preparing a project schedule and responsibility plan

Day 3: Project Meetings, Communication, and Stakeholder Coordination

- Understanding the importance of project communication
- Developing clear communication and reporting channels
- Identifying stakeholder information needs
- Preparing project meeting agendas
- Coordinating meeting invitations, logistics, and materials
- Recording decisions, discussions, and action points
- Writing clear and professional meeting minutes
- Assigning action owners and completion dates
- Maintaining action and decision logs
- Following up on outstanding commitments
- Communicating deadlines and project expectations
- Handling unclear instructions and conflicting requests
- Coordinating between project teams and senior management
- Managing communication with suppliers and external parties
- Supporting virtual and hybrid project meetings
- Practical exercise: coordinating and documenting a project meeting

- Comparing actual performance with planned activities
- Identifying project delays and performance gaps
- Distinguishing between risks, issues, assumptions, and constraints
- Maintaining risk and issue registers
- Reporting risks and escalating critical concerns
- Monitoring corrective actions
- Supporting change request documentation
- Managing changes to project scope, schedule, and deliverables
- Maintaining complete and accurate project files
- Establishing document naming and version-control procedures
- Managing approvals and project correspondence
- Protecting confidential project information
- Preparing for internal review and audit requirements
- Practical exercise: updating a project status and risk tracker

Day 5: Project Reporting, Resource Support, and Effective Closure

- Preparing clear and concise project status reports
- Reporting progress, achievements, delays, risks, and next steps
- Presenting project information for management review
- Using performance indicators to monitor project delivery
- Supporting project budget and expenditure tracking
- Coordinating project resources, facilities, and logistics
- Managing multiple project priorities and urgent requests
- Maintaining service quality during high-pressure periods
- Preparing project completion and handover records
- Confirming completion of deliverables and outstanding actions
- Closing project files and administrative records
- Supporting project evaluation and performance review
- Documenting lessons learned
- Identifying opportunities for future improvement
- Developing personal project coordination standards

This course is designed for professionals who provide administrative, coordination, documentation, and operational support to projects, programs, and organizational initiatives, including:

- Administrative professionals
- Executive assistants
- Personal assistants
- Office managers
- Office coordinators
- Department coordinators
- Project coordinators
- Project administrators
- Project support officers
- Program support staff
- Secretaries and administrative officers
- Government administration employees
- Ministry and public sector professionals
- Operations support personnel
- Event and logistics coordinators
- Procurement and finance support staff
- Human resources coordinators
- Team assistants
- Employees supporting project managers
- Professionals preparing for project coordination roles

Course Requirements

No advanced project management qualification is required to attend this course. Participants should preferably:

- Have experience in an administrative, coordination, support, or office-based role
- Be involved in projects, programs, initiatives, events, or departmental activities
- Have a basic understanding of workplace procedures and organizational communication
- Be prepared to participate in practical exercises and project simulations
- Bring examples of project coordination challenges from their workplace
- Be willing to review and improve existing coordination practices

The course uses an interactive and application-focused methodology designed to convert project coordination principles into practical workplace capabilities.

The training approach includes:

- Expert-led presentations and facilitated discussions
- Government and corporate project case studies
- Individual and group exercises
- Project planning simulations
- Scheduling and task-tracking activities
- Meeting coordination and minute-taking practice
- Stakeholder communication scenarios
- Risk and issue identification exercises
- Progress reporting workshops
- Document-control activities
- Project problem-solving simulations
- Practical templates, checklists, and coordination tools
- Peer feedback and guided reflection
- Workplace implementation planning
- Final integrated project coordination exercise

This methodology enables participants to practice project coordination skills in a structured learning environment and apply them confidently within real organizational projects.

Learning Outcomes

Upon successful completion of the course, participants will be able to:

- Support projects using structured and professional coordination practices
- Organize project information, tasks, schedules, and documentation
- Prepare clear action plans and progress trackers
- Monitor deadlines, responsibilities, and project deliverables
- Coordinate meetings and record decisions accurately
- Maintain effective action, decision, risk, and issue logs
- Communicate professionally with project stakeholders

- Coordinate project logistics, resources, and administrative requirements
- Manage competing project priorities more effectively
- Contribute to project closure and lessons learned
- Reduce administrative gaps, delays, and communication errors
- Develop a practical plan for improving project coordination within the workplace

Instructor Profile

An internationally certified expert with extensive practical and consulting experience.

The instructor has advanced expertise in project coordination, project administration, planning and scheduling, stakeholder communication, project documentation, progress monitoring, risk management, meeting coordination, and operational support.

The training approach combines internationally recognized project coordination practices with realistic applications from government entities, public sector institutions, and large corporate environments.

Participants benefit from practical tools, professional guidance, and implementation techniques that support immediate improvements in project organization, communication, accountability, and delivery performance.

Contact Us

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