



Project Coordinator Training

Welcome to Project Coordinator Training.

Projects big and small make up a surprising amount of work done in the workplace; whether as part of day to day operation, or a consistent goal being followed up on by everyone present in the workplace to conduct an expansion or something. Projects, especially the larger ones, typically employ hundreds if not thousands of people to do their various specialised tasks and contribute to a larger plan than themselves. To properly execute this however requires a specialist that can coordinate the combined effort of these many individuals and set their efforts and a business's resources towards a common goal.

In this one-day training course we've developed a Project Coordinator Training module to meet this demand. This session is ideal for those who take the lead in project management and need the extra skills for coordinating the process. Our team can tailor this program for teams.

Course Overview

You will spend the first part of the session getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

This workshop will help you teach participants how to:

- Know the key project definitions and the different types of projects
- Identify the role and responsibilities of a project coordinator
- Know the tools for support planning
- Learn more about the project execution
- Learn on how to work with people

Understand The Project Context

First, participants will be able to understand the key project definitions and learn the relationship of project outputs, outcomes and benefits.

Role Of Project Coordination

Participants in this session will be able to identify the roles and responsibilities of a project coordinator. They will also learn the relationship of the project coordinator to the project manager and project management team.

Project Initiation

Participants will learn about the tools for support planning – scope, schedules, budgets, quality, risk and communication.

Project Execution

This session focuses on the tools for monitoring, controlling and reporting on project progress.

Project Closure

In this session, participants will learn about the tools for closing a project and maximising learning.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725