

## USING PCM FOR ADMINISTRATORS, SECRETARIES & TECHNICAL STAFF

*“Enhancing Administrative and Technical Efficiency with PCM”*

### Schedule

Date	Venue	Fees (Face-to-Face)
05 - 07 Aug 2026	Dubai - UAE	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

The Project Control Management (PCM) system plays a vital role in ensuring that project management teams, administrative staff, and technical personnel work efficiently and effectively towards achieving organizational goals. This course offers practical guidance for administrators, secretaries, and technical staff on how to effectively use PCM tools and techniques to improve project execution, monitoring, and reporting. The 3-day training will focus on understanding PCM methodologies, project scheduling, resource management, and reporting.

Participants will learn how to handle project tasks, manage resources, and communicate effectively within project teams. They will also gain hands-on experience in using PCM tools to support smooth project execution, making them more valuable contributors to any project team.

### Objectives

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

- Understand the key components of Project Control Management (PCM) and its relevance to administrative, secretarial, and technical roles.
- Use PCM tools to assist in project planning, scheduling, and resource management.
- Support project managers in monitoring project progress, tracking performance, and generating reports.
- Communicate effectively within project teams, ensuring that tasks are completed efficiently and on time.
- Implement best practices for project documentation, resource allocation, and project updates using PCM.

## Why Attend

- Improve your knowledge of PCM tools and how they can enhance your role in project management.
- Learn practical skills for supporting project planning, scheduling, and controlling.
- Understand how to better communicate within teams and ensure the timely completion of project tasks.
- Develop the ability to generate project reports and updates for stakeholders.
- Gain insight into how PCM methodologies can optimize project performance and administrative tasks.

## Target Audience

This program is designed for:

- Administrators, secretaries, and technical staff involved in project management.
- Individuals responsible for managing project documentation and supporting the project team.
- Professionals who need to improve their project support skills and learn how to use PCM tools effectively.
- Anyone interested in enhancing their role in project planning, monitoring, and reporting.

## Individual Benefits

Key competencies that will be developed include:

- Proficiency in using PCM tools for project management tasks.
- The ability to manage and allocate project resources efficiently.
- Skills to support project teams in monitoring and reporting project progress.
- Enhanced communication abilities to ensure smooth project execution and team collaboration.
- Knowledge of best practices for project documentation and updates

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved efficiency and organization within project teams, ensuring tasks are completed on time.
- Better project monitoring and reporting, enhancing decision-making and project performance.
- Increased collaboration and communication between administrative, secretarial, and technical staff.
- Enhanced ability to manage project schedules, resources, and documentation effectively.
- More effective support to project managers in achieving project goals and deadlines.

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Introduction to PCM concepts, tools, and techniques for project support.
- Case Studies - Real-world examples of PCM application in administrative and technical settings.
- Workshops - Hands-on sessions where participants can practice using PCM tools for project planning and execution.
- Peer Exchange - Group discussions and experience sharing on project support challenges and solutions.
- Tools - Introduction to various PCM tools used for scheduling, resource management, and project reporting.

## Course Outline

**Detailed 3-Day Course Outline Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: Introduction to PCM and Project Planning

- Module 1: Overview of PCM (07:30 – 09:30)
- Understanding PCM principles and its role in supporting project teams.
- The components of PCM: Planning, Scheduling, Monitoring, and Reporting.
- Introduction to project documentation and communication within teams.
- Module 2: Using PCM Tools for Project Planning (09:30 – 11:15)
- Creating project schedules and timelines using PCM.
- Allocating resources and assigning tasks to team members.
- Setting up project milestones and tracking progress.

### Day 2: Managing Project Resources and Monitoring Progress

- Module 3: Resource Management in PCM (07:30 – 09:30)
- Techniques for resource allocation and management in PCM.
- Balancing workload and managing project constraints.
- Monitoring resource utilization and adjusting allocations as needed.
- Module 4: Monitoring Project Progress and Reporting (09:30 – 11:15)
- Tracking project performance and identifying potential risks.
- Using PCM tools to generate project reports and updates.
- Communicating progress and issues to stakeholders.

### Day 3: Advanced PCM Techniques and Best Practices

- Module 5: Advanced PCM Techniques for Administrators and Secretaries (07:30 – 09:30)
- Best practices for effective project documentation and task tracking.
- Tools for managing project changes and updates.
- Enhancing collaboration within project teams using PCM.
- Module 6: Final Project and Peer Review (09:30 – 11:15)
- Working on a project case study to apply the skills learned.
- Peer review and feedback sessions to discuss challenges and solutions.
- Wrapping up with an overview of PCM resources for continuous learning.

## Certification

Participants will receive a Certificate of Completion in Using PCM for Administrators, Secretaries & Technical Staff, demonstrating their ability to support project planning, scheduling, and monitoring through effective use of Project Control Management tools and techniques

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