MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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PROJECT FUNDAMENTALS FOR ADMINISTRATORS

"Master the Basics of Project Management to Plan, Execute, and Support Projects Efficiently."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Effective project management is essential for ensuring that organizational initiatives are completed on time, within budget, and to the desired quality. Administrators play a key role in supporting project planning, coordination, and monitoring, which directly influences project success.

The Project Fundamentals for Administrators course equips participants with foundational knowledge and practical tools to manage and support projects effectively. Through interactive exercises, real-world examples, and hands-on activities, participants will learn essential project management principles, documentation practices, and administrative support techniques to contribute to successful project outcomes.

Objectives

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

- Understand the fundamentals of project management and life cycles.
- Support project planning, scheduling, and resource allocation.
- Manage project documentation, records, and reporting.
- Assist in monitoring project progress and identifying risks.
- Facilitate communication and coordination among project stakeholders.
- Apply basic tools and techniques for project tracking and control.
- Understand roles and responsibilities of administrators in project environments.
- Contribute to achieving project goals and organizational objectives efficiently.

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Why Attend

Administrators are vital to the smooth functioning of projects. This course provides practical knowledge and skills to support project execution, enhance coordination, and ensure timely, organized, and accurate project delivery. Participants will gain confidence in applying project fundamentals to real-world scenarios.

Target Audience

This course is suitable for:

- Administrative Professionals and Executive Assistants
- Office Coordinators and Project Support Staff
- Junior Project Officers and Team Members
- Anyone involved in supporting projects or project-related activities

Individual Benefits

- Gain a solid understanding of project management fundamentals.
- Learn to organize project documentation and track progress efficiently.
- Enhance skills in coordinating tasks, resources, and communication.
- Improve problem-solving and organizational abilities in project settings.
- Increase professional value and confidence in project support roles.
- Develop the capability to contribute effectively to successful project outcomes.

Organizational Benefits

- Improve project administration, documentation, and reporting accuracy.
- Enhance coordination between project teams and stakeholders.
- Support timely completion of projects within scope and budget.
- Reduce risks of delays, miscommunication, and errors in project execution.
- Strengthen administrative capacity for effective project management.
- Build a structured approach to supporting projects organization-wide.

Instructional Methodology

The course employs a practical, interactive approach through:

- Facilitator-led discussions on project management fundamentals
- Hands-on exercises for planning, scheduling, and documentation
- Case studies of successful project administration
- Workshops on monitoring, reporting, and coordination
- Group exercises and role-playing for real-world project scenarios
- Continuous feedback, Q&A sessions, and reflective learning exercises

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Course Outline

Module 1: Introduction to Project Management – Concepts and Importance

Module 2: Project Life Cycle and Key Processes

Module 3: Planning and Scheduling Fundamentals

Module 4: Resource Management and Allocation

Module 5: Documentation, Reporting, and Record-Keeping

Module 6: Monitoring Progress and Identifying Risks

Module 7: Communication and Coordination Among Stakeholders

Module 8: Tools and Techniques for Project Tracking

Module 9: Case Studies of Effective Project Administration

Module 10: Capstone Project – Supporting a Project from Initiation to Closure

Certification

Upon successful completion, participants will receive a Certificate in Project Fundamentals for Administrators, recognizing their expertise in supporting, coordinating, and contributing to successful project execution within professional settings.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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