

PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

“Plan, Organize, and Deliver Successful Projects with Confidence and Precision.”

Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Administrative professionals are often the backbone of project coordination and execution. The Project Management for Administrative Professionals course is designed to provide them with practical tools, techniques, and confidence to manage projects effectively — from planning to completion.

This program bridges the gap between administrative support and formal project management by introducing structured processes that ensure projects are delivered on time, within budget, and to expected standards. Participants will learn how to organize resources, communicate with stakeholders, and contribute proactively to successful project outcomes.

Objectives

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

- Understand the fundamentals of project management and its key phases.
- Define project objectives, scope, and deliverables clearly.
- Develop and manage project plans, timelines, and resources.
- Communicate effectively with team members and stakeholders.
- Identify risks and handle challenges with professionalism.
- Contribute to improved productivity and project success.

Why Attend

This course enables administrative professionals to move beyond routine coordination tasks and actively contribute to project success. It provides the confidence and knowledge to manage multiple priorities and take ownership of important organizational initiatives.

Target Audience

- Executive and administrative assistants
- Office coordinators and managers
- Project support staff and secretaries
- Administrative professionals involved in planning or coordination activities

Individual Benefits

- Gain project management knowledge tailored to administrative roles.
- Improve organization, planning, and multitasking abilities.
- Enhance communication and leadership skills.
- Build confidence in handling project responsibilities.
- Increase visibility and value within the organization.

Organizational Benefits

- Strengthen project coordination and execution efficiency.
- Improve collaboration and communication between teams.
- Reduce delays and errors in project workflows.
- Empower administrative staff to take proactive roles in project success.
- Support a culture of organized, results-oriented performance.

Instructional Methodology

- Interactive lectures and group activities
- Practical project planning and execution exercises
- Case studies and real-world scenarios
- Team collaboration workshops
- Step-by-step project templates and tools

Course Outline

- Module 1: Introduction to Project Management for Administrative Roles
- Module 2: Understanding Project Life Cycle and Key Concepts
- Module 3: Defining Objectives, Scope, and Deliverables
- Module 4: Project Planning, Scheduling, and Resource Allocation
- Module 5: Communication and Stakeholder Management
- Module 6: Tracking Progress and Managing Priorities
- Module 7: Problem Solving and Risk Management
- Module 8: Teamwork, Collaboration, and Time Management
- Module 9: Using Project Management Tools and Software
- Module 10: Best Practices for Administrative Project Success

Certification

Upon successful completion, participants will receive a Certificate in Project Management for Administrative Professionals, recognizing their ability to plan, coordinate, and support projects effectively within an organizational setting.

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?

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