Project Coordination Skills for Administrative Professionals

Office Administration

Course Overview

Project Coordination Skills for Administrative Professionals: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Project Coordination Skills for Administrative Professionals
- Apply practical tools and techniques for Project Coordination Skills for Administrative Professionals in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Project Coordination Skills for Administrative Professionals in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Project managers, project engineers, planners, PMO staff and team members involved in delivering projects of any size.

Course Outline

1. Setting the scene: Project Coordination Skills for Administrative Professionals in today's organisation
2. Key concepts and the language of Project Coordination Skills for Administrative Professionals
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Project Coordination Skills for Administrative Professionals with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Windhoek	**$1,450**
16 to 20 Nov 2026	Dar es Salaam	**$1,650**
23 to 27 Nov 2026	Gaborone	**$1,395**
30 Nov to 4 Dec 2026	Kigali	**$1,395**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.