Project &Quality Management · PQ373

Project Coordination and Effective Management

Planning and Coordinating Projects Efficiently

Duration **1 Week**	Fee **from £1,400**	Category **Project &Quality Management**
Ref **PQ373**	Language **English**	Certificate **Certificate of attendance**

Introduction

According to the Project Management Association (UK), project management is the application of processes, methods, skills, knowledge, and experience to achieve specific project objectives in accordance with agreed acceptance criteria within defined parameters.

One of the key factors that distinguishes project management from general “management” is that it has a final deliverable and a finite time span—unlike ongoing operations management. Because of this, a project professional requires a wide range of skills: technical expertise, people management capabilities, and strong business awareness.

This training course enables participants to:

- Understand and practice effective methods of project coordination to ensure successful completion and timely delivery.
- Learn what it takes to become a successful and effective project coordinator.
- Avoid common obstacles and issues faced in project management.
- Proactively identify project requirements based on business objectives.
- Select, manage, and lead project teams effectively.
- Plan and control projects successfully.
- Coordinate and integrate projects, people, suppliers, and stakeholders effectively.

Course Objectives

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

- Select, develop, and manage human resources effectively.
- Gain knowledge of key techniques for project planning and control.
- Establish efficient systems for monitoring and controlling performance.
- Identify and integrate end-user requirements into a structured project methodology.
- Learn how to manage project documentation and reporting.

- Identify potential risks, mitigate uncertainties, and manage risks effectively.

Methodology

This programme primarily relies on participatory and interactive learning methods, including:

- Structured discussions and group work
- Brainstorming sessions and case studies
- Role-playing and practical simulations
- Engaging training games that relieve stress and encourage active participation

The approach combines training and consulting, where instructors support participants in directly and personally contributing to the development of management and leadership capabilities within their organisations.

Organisational Impact

Employees attending this training will help their organisation achieve the following benefits:

- Improved project productivity
- Enhanced team communication
- Reduced risks
- Greater achievement of organisational goals

Personal Impact

Participants will gain significant personal benefits, including:

- Increased productivity and efficiency
- Improved quality of work
- Reduced costs
- Enhanced collaboration and engagement
- Greater confidence and self-assurance
- Improved planning and prioritisation skills

Target Audience

This course is suitable for a wide range of professionals but will be particularly beneficial for:

- Project planners and coordinators
- Project managers
- Professionals involved in project operations
- Senior project control and business services professionals responsible for scheduling, costing, and monitoring project performance for clients and contractors

Course Outline

Day 1

Foundations of Project Management

- Introduction to Project Management and the Project Lifecycle
- Roles and Responsibilities of the Project Manager
- Project Management Process Groups (Initiating, Planning, Executing, Monitoring & Closing)
- Organisational Structures and Their Impact on Projects
- Project Integration Management and Project Charter Development
- Overview of Scope, Schedule, Cost, and Risk Management

Day 2

Project Planning and Team Management

- Defining Project Objectives and Scope
- Work Breakdown Structure (WBS) and Project Planning Techniques
- Stakeholder Identification and Communication Management
- Human Resource Management and Team Development
- Motivation and Leadership in Project Teams
- Developing Project Schedules and Resource Planning

Day 3

Project Performance, Risk, and Quality Management

- Project Scheduling and Critical Path Concepts
- Project Cost Management and Performance Measurement (EVM Basics)
- Monitoring and Controlling Project Progress
- Risk Identification, Assessment, and Response Planning
- Quality Management and Continuous Improvement
- Project Reporting, Lessons Learned, and Project Closure

Dates & Venues

Date	Venue	Duration	Fee
7 - 11 Dec 2026	London	1 Week	£5,000
7 - 11 Dec 2026	Singapore	1 Week	£5,250
13 - 17 Dec 2026	Manama (Bahrain)	1 Week	£3,650
20 - 24 Dec 2026	Cairo	1 Week	£3,100
21 - 25 Dec 2026	Amsterdam	1 Week	£5,150
21 - 25 Dec 2026	Kuala Lumpur	1 Week	£5,000
27 - 31 Dec 2026	Dubai	1 Week	£3,650
27 - 31 Dec 2026	Istanbul	1 Week	£5,000
27 - 31 Dec 2026	Online	1 Week	£1,400
28 Dec 2026 - 1 Jan 2027	Barcelona (Spain)	1 Week	£5,000

Register or ask about this course online

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