

aractech

Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-023

Project Coordination for Administrative Professionals

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Course content

Why Attend

Administrative professionals are increasingly asked to coordinate projects, from office moves and system rollouts to events and improvement initiatives. Project coordination skills help them deliver reliably.

This Aractech course covers project basics, coordinator role, planning and scheduling, task tracking, meetings and communication, documentation, risks and issues, and using simple project tools. Participants coordinate a simulated project.

Course Methodology

- Simulated project
- Templates
- Tool demonstrations
- Group exercises
- Reviews

Course Objectives

- Understand project basics and the coordinator role
- Plan and schedule project tasks
- Track progress and deadlines
- Organise meetings and communication
- Maintain project documentation
- Escalate risks and issues effectively

Target Audience

- Administrative professionals
- Executive assistants

Course content

- Office managers
- Team coordinators

Course outline

Detailed course outline

Day-by-day outline for Project Coordination for Administrative Professionals.

Day 1 - Project Coordination

- 09:00-09:45 | What projects are
- 09:45-10:30 | Coordinator role
- 10:30-11:00 | Stakeholders
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Stakeholders (continued)
- 11:45-12:30 | Success factors
- 12:30-14:00 | Exercise: Project brief

Day 2 - Planning

- 09:00-09:45 | Task lists
- 09:45-10:30 | Schedules
- 10:30-11:00 | Dependencies
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Dependencies (continued)
- 11:45-12:30 | Responsibilities
- 12:30-14:00 | Workshop: Project plan

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Day 3 - Tracking

- 09:00-09:45 | Progress tracking
- 09:45-10:30 | Tools
- 10:30-11:00 | Deadlines
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Deadlines (continued)
- 11:45-12:30 | Status updates
- 12:30-14:00 | Lab: Tracker setup

Day 4 - Communication

- 09:00-09:45 | Meetings
- 09:45-10:30 | Minutes and actions
- 10:30-11:00 | Reports
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Reports (continued)
- 11:45-12:30 | Stakeholder updates
- 12:30-14:00 | Simulation: Project meeting

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Day 5 - Risks and Closure

- 09:00-09:54 | Risks and issues
- 09:54-10:48 | Escalation
- 10:48-11:00 | Documentation
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Documentation (continued)
- 12:12-13:06 | Closure
- 13:06-14:00 | Capstone: Coordinated project review

Seminar dates

Available seminar dates

Live dates and pricing for Project Coordination for Administrative Professionals generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Barcelona	Classroom	€2,815
7 - 11 December 2026	Munich	Classroom	€3,225
11 - 15 January 2027	Barcelona	Classroom	€2,815
8 - 12 February 2027	Amsterdam	Classroom	€2,830
8 - 12 March 2027	London	Classroom	€2,315
12 - 16 April 2027	Munich	Classroom	€3,225
10 - 14 May 2027	London	Classroom	€2,315
14 - 18 June 2027	Barcelona	Classroom	€2,815
12 - 16 July 2027	Munich	Classroom	€3,225
9 - 13 August 2027	Barcelona	Classroom	€2,815

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13 - 17 September 2027	Amsterdam	Classroom	€2,830
11 - 15 October 2027	London	Classroom	€2,315
8 - 12 November 2027	Munich	Classroom	€3,225
13 - 17 December 2027	London	Classroom	€2,315
16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
11 - 15 January 2027	Online / Live	Online / Live	€1,815
8 - 12 February 2027	Online / Live	Online / Live	€1,815
8 - 12 March 2027	Online / Live	Online / Live	€1,815
12 - 16 April 2027	Online / Live	Online / Live	€1,815

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10 - 14 May 2027	Online / Live	Online / Live	€1,815
14 - 18 June 2027	Online / Live	Online / Live	€1,815
12 - 16 July 2027	Online / Live	Online / Live	€1,815
9 - 13 August 2027	Online / Live	Online / Live	€1,815
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