informatech



PROJECT MANAGEMENT | PM-003

# Certified Project Coordinator (CPC)


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# Course content

## Why Attend

This Certified Project Coordinator (CPC) training course equips participants with both the knowledge and practical skills necessary to thrive in project coordination and communication.

Participants will learn how to efficiently manage project tasks, collaborate with stakeholders, address conflicts, and achieve successful project results.

The course integrates theoretical principles with hands-on applications, fostering strong project coordination and communication abilities.

## Course Objectives

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

• Gain a thorough understanding of the project coordinator's role

• Develop advanced communication strategies for various stakeholders

• Master project planning, tracking, and reporting techniques

• Learn to handle conflicts and foster collaborative teamwork

• Apply best practices for documentation, knowledge sharing, and project review

### Designed for

### This training course is suitable to a wide range of professionals but will greatly benefit:

• Project coordinators, managers, and team leaders

• Professionals seeking to enhance their coordination and communication skills

• Individuals involved in project management roles across various industries

### Learning Methods



# Course content

## Course Objectives

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented.

This includes an interactive mixture of lecture-led learning & group discussions.

## Course outline

### Day One: Foundations of Project Coordination

• Understanding Project Coordination: Overview of project coordination, its significance, and impact on project success

• Roles and Responsibilities: Detailed exploration of the project coordinator's duties and required skills

• Project Lifecycle: Comprehensive overview of the stages of a project lifecycle and their relevance to coordination

• Core Skills for Coordinators: Organizational, analytical, and multitasking skills essential for effective coordination

• Interactive Session: Group discussion on challenges faced in project coordination

### Day Two: Stakeholder Management and Engagement

• Stakeholder Analysis: Identifying and categorizing stakeholders based on influence and impact

• Engaging Stakeholders: Building strong relationships and maintaining trust

• Communication Strategies: Crafting effective messages tailored to different stakeholders

• Practical Tools: Introduction to stakeholder maps and communication dashboards

• Case Studies: Real-life examples of successful stakeholder engagement

### Day Three: Project Planning, Monitoring, and Reporting

• Planning Essentials: Setting clear objectives, defining milestones, and identifying deliverables



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## Course outline

• Scheduling Techniques: Creating timelines and allocating resources efficiently

• Monitoring Progress: Tools and techniques for tracking project status, identifying risks, and mitigating issues

• Effective Reporting: Best practices for preparing and presenting progress reports to stakeholders

• Hands-On Activity: Participants work on creating a project plan and progress report

### Day Four: Communication and Conflict Resolution

• Advanced Communication Skills: Techniques for active listening, clear messaging, and providing constructive feedback

• Conflict Identification: Recognizing potential sources of conflict in projects

• Resolution Techniques: Strategies for managing disputes and fostering a harmonious team environment

• Building Collaborative Teams: Encouraging participation, accountability, and collaboration among team members

• Role-Playing Exercise: Simulated conflict resolution scenarios for practical learning

### Day Five: Best Practices, Applications, and Wrap-Up

• Documentation and Knowledge Management: Importance of maintaining accurate records and sharing knowledge

• Implementing Best Practices: Incorporating lessons learned into future projects

• Project Review and Closure: Steps to evaluate project performance and ensure smooth closure

• Case Study Analysis: Reviewing real-world project coordination challenges and solutions

• Practical Workshop: Participants apply the knowledge gained by solving a project coordination challenge in groups



# Seminar dates

## Available seminar dates

Live dates and pricing for Certified Project Coordinator (CPC) generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 21 - 25 December 2026 | London - U.K | Classroom | **€3,360.-** |
| 18 - 22 January 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 15 - 19 February 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 15 - 19 March 2027 | London - U.K | Classroom | **€3,360.-** |
| 19 - 23 April 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 17 - 21 May 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 21 - 25 June 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 19 - 23 July 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 16 - 20 August 2027 | London - U.K | Classroom | **€3,360.-** |
| 20 - 24 September 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 18 - 22 October 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 15 - 19 November 2027 | London - U.K | Classroom | **€3,360.-** |
| 20 - 24 December 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 16 - 20 November 2026 | Barcelona - Spain | Classroom | **€3,080.-** |
| 21 - 25 December 2026 | Dubai - UAE | Classroom | **€4,200.-** |
| 18 - 22 January 2027 | Cape Town - South Africa | Classroom | **€3,600.-** |
| 15 - 19 February 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |



# Seminar dates

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Live dates and pricing for Certified Project Coordinator (CPC) generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 15 - 19 March 2027 | London - U.K | Classroom | **€3,360.-** |
| 19 - 23 April 2027 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 17 - 21 May 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 21 - 25 June 2027 | Paris - France | Classroom | **€3,600.-** |
| 19 - 23 July 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 16 - 20 August 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 20 - 24 September 2027 | Rome - Italy | Classroom | **€3,400.-** |
| 18 - 22 October 2027 | Vienna - Austria | Classroom | **€3,400.-** |
| 15 - 19 November 2027 | Geneva - Switzerland | Classroom | **€4,200.-** |
| 20 - 24 December 2027 | Madrid - Spain | Classroom | **€3,400.-** |

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| **Live online option** | Online delivery is available at €1,850.-. |