

Training
Course

From Coordinator to Project Manager Practical Skills for Success

Course Plan

Introduction

Many project coordinators aspire to move into project management roles. This course bridges the gap by equipping coordinators with advanced skills in planning, leadership, and decision-making. Participants will learn how to transition from supporting project managers to leading projects independently, gaining confidence and competence in managing people, resources, and outcomes.

Course Objectives:

- ✓ Understand the key differences between coordination and management.
- ✓ Develop leadership and decision-making skills.
- ✓ Build project plans and define project scope.
- ✓ Apply risk management techniques.
- ✓ Lead and motivate project teams effectively.
- ✓ Manage project budgets and resources.
- ✓ Transition confidently into a project manager role.

Who Should Attend?

- Project coordinators seeking career growth.
- Team leaders aiming for project management roles.
- Junior project managers wanting structured knowledge.
- Administrative professionals involved in project delivery.
- Professionals interested in leadership development.

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Transitioning from Coordinator to Manager
- Understanding Leadership in Project Management
- Project Management Frameworks (PMBOK, Agile, PRINCE2)
- Defining Project Scope and Objectives
- Work Breakdown Structure (WBS) Essentials

Day Two

- Developing Detailed Project Plans
- Time, Cost, and Quality Management
- Advanced Scheduling Techniques (Gantt, Critical Path)
- Budgeting and Financial Management for Projects
- Resource Allocation and Optimization

Day Three

- Risk Identification and Mitigation Strategies
- Effective Decision-Making in Projects
- Leading and Motivating Project Teams
- Stakeholder Management and Engagement
- Communication Strategies for Project Managers

Day Four

- Conflict Resolution and Negotiation Skills
- Monitoring and Controlling Project Performance
- Key Performance Indicators (KPIs) in Project Management
- Managing Change and Scope Creep
- Problem-Solving for Project Managers

Day Five

- Tools and Technologies for Project Management
- Agile and Hybrid Project Management Approaches
- Case Studies: Successful Project Management
- Lessons Learned and Project Closure
- Building a Career Path in Project Management

Training Details

Course Duration	5 Days
Pre-Schedule	5 – 9 October 2025
Venue	Istanbul - Ramada Plaza by Wyndham Istanbul City Center
Training Fees Per Person	KWD 1500 (One Thousand Five Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates