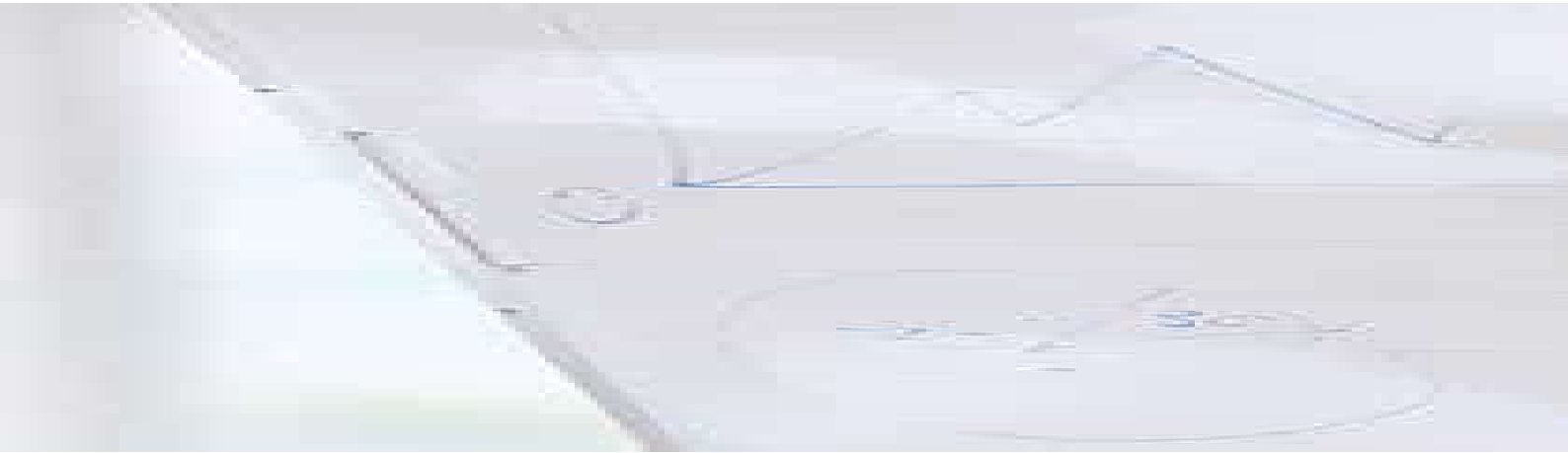


"Excellent Service – Excellent Delivery"  
*Luthandoskills.co.za*



3 days

An intensive professional development training course on

## **Project Coordination and Communication Best Practices**

Certified Project Coordinator (CPC)

### **Why Choose this Training Course?**

This comprehensive training course provides participants with in-depth knowledge and practical skills to excel in project coordination and communication. Participants will learn to effectively manage project activities, engage stakeholders, resolve conflicts, and ensure successful project outcomes. The training course combines theoretical concepts with real-world applications to build robust project coordination and communication capabilities.

#### **SESSIONS**

**23-25 July 2025**

**Southern Sun Hotel  
Sandton**

[VIEW MORE DATES](#)

## What are the Goals?

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

## Who is this Training Course 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

## How will this Training Course be Presented?

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.

## Daily Agenda

### 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:

#### Project Planning, Monitoring, and Reporting

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

#### 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

#### 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 Three:

### 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

## Certificate

- Luthando Skills Certificate of Completion for delegates who attend and complete the training course