

PROJECT MANAGEMENT | COURSE BROCHURE

Effective Project Coordination & Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course focuses on the essential skills and techniques for effective project coordination and management. Participants will learn to navigate project lifecycles, manage stakeholder expectations, and utilise tools for successful project delivery, enhancing their ability to lead projects in diverse environments.

Project managers often face challenges in aligning team efforts with project goals, leading to delays, budget overruns, and stakeholder dissatisfaction. Understanding effective project coordination techniques is crucial for ensuring that all aspects of a project are synchronised. This includes managing timelines, resources, and stakeholder expectations, which are vital for successful project outcomes. Participants will explore real-world scenarios that highlight the importance of clear communication, structured planning, and proactive risk management in mitigating potential issues and enhancing team collaboration. By mastering these skills, professionals can significantly reduce project failures, improve overall efficiency, and drive successful project delivery.
Participants will develop practical skills in planning, executing, and monitoring projects, which are essential for any project manager. They will engage in hands-on exercises that simulate real-world scenarios, enabling them to make informed decisions, manage risks, and communicate effectively with stakeholders. This course will empower them to create comprehensive project plans, allocate resources judiciously, and implement effective stakeholder engagement strategies. By the end of the course, attendees will be equipped to conduct thorough evaluations of project performance using key performance indicators (KPIs), ensuring continuous improvement in their project management practices. This capability is essential for driving project success and achieving strategic business objectives.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and group discussions to facilitate learning. Participants will engage in role-playing exercises to simulate project scenarios, allowing them to apply coordination techniques in a controlled environment. Specific exercises will include developing project charters, stakeholder communication plans, and risk management frameworks. Outputs will include project plans, stakeholder communication strategies, and risk assessments, providing tangible evidence of their learning. This hands-on approach ensures that participants not only understand theoretical concepts but also gain practical experience in applying them to real-world project management challenges. The integration of collaborative activities fosters teamwork and enhances problem-solving capabilities.



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Course objectives

By the end of this course, participants will be able to:
• Analyse project requirements to define scope and objectives clearly.
• Design a project plan that incorporates timelines, resources, and budget considerations.
• Prioritise tasks and allocate resources effectively to optimise project execution.
• Assess stakeholder needs and develop a communication plan to manage expectations.
• Diagnose potential risks and construct mitigation strategies to ensure project continuity.
• Evaluate project performance using key performance indicators (KPIs) to inform future projects.

Target audience

This course is suitable for:
• Project Coordinators responsible for day-to-day project management activities.
• Project Managers looking to enhance their coordination skills and methodologies.
• Team Leaders who oversee project teams and need to align efforts with project goals.
• Business Analysts involved in project planning and stakeholder engagement.

Target competencies

Participants will develop competencies in:
• Developing comprehensive project plans that align with strategic goals.
• Facilitating effective communication among project stakeholders.
• Implementing risk management strategies to minimise project disruptions.
• Utilising project management software tools for tracking progress and resources.
• Conducting performance evaluations to enhance project outcomes.
• Engaging stakeholders through tailored communication strategies.

Course outline

Day 1: Foundations of Project Coordination

Applied activity: In a simulated project scenario, participants will identify key stakeholders and collaboratively define the project scope and objectives. They will work in groups to create a comprehensive project charter that outlines key deliverables, timelines, and responsibilities.
Output: A completed project charter document that includes scope, objectives, and stakeholder roles.

09:00–09:54	Understanding project management frameworks and methodologies for effective coordination.
09:54–10:48	Identifying project stakeholders and their roles in the project lifecycle.



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10:48–11:00	Defining project scope, objectives, and deliverables to ensure clarity.
11:00–11:30	**Coffee break**
11:30–12:12	Defining project scope, objectives, and deliverables to ensure clarity. (continued)
12:12–13:06	Exploring the project lifecycle stages: initiation, planning, execution, and closure.
13:06–14:00	Utilising project management tools for planning, tracking, and reporting.

Day 2: Planning and Resource Allocation

Applied activity: Participants will create a work breakdown structure for a fictional project, detailing tasks, timelines, resource requirements, and budget considerations. They will also develop a Gantt chart to visualise the project schedule and identify critical paths.
Output: A work breakdown structure and Gantt chart that outlines project tasks and timelines.

09:00–09:54	Developing a detailed project plan with timelines, milestones, and resource allocations.
09:54–10:48	Allocating resources effectively to meet project demands and deadlines.
10:48–11:00	Creating a work breakdown structure (WBS) for effective task management.
11:00–11:30	**Coffee break**
11:30–12:12	Creating a work breakdown structure (WBS) for effective task management. (continued)
12:12–13:06	Establishing project budgets and financial tracking methods for accountability.
13:06–14:00	Utilising Gantt charts and other visual tools for project management.

Day 3: Stakeholder Engagement and Communication

Applied activity: Participants will role-play as project managers and stakeholders in a conflict scenario, practising negotiation and communication strategies. They will develop a stakeholder communication plan based on the outcomes of the role-play, ensuring all voices are heard.
Output: A stakeholder communication plan that addresses identified needs and strategies.

09:00–09:54	Identifying stakeholder needs and expectations through effective analysis.
09:54–10:48	Developing a stakeholder communication plan that addresses diverse needs.
10:48–11:00	Utilising effective communication techniques for regular project updates and feedback.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising effective communication techniques for regular project updates and feedback. (continued)



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12:12–13:06	Managing conflicts and negotiations with stakeholders to maintain alignment.
13:06–14:00	Implementing feedback mechanisms to improve stakeholder satisfaction and project outcomes.

Day 4: Risk Management and Problem Solving

Applied activity: In groups, participants will analyse a case study involving a project with multiple risks. They will identify risks, assess their impact, and propose mitigation strategies and contingency plans to address each identified risk effectively.
Output: A risk assessment and mitigation strategy report detailing identified risks and proposed solutions.

09:00–09:54	Identifying potential project risks and their impacts on project success.
09:54–10:48	Developing risk assessment and mitigation strategies to safeguard projects.
10:48–11:00	Utilising problem-solving techniques to address project challenges effectively.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising problem-solving techniques to address project challenges effectively. (continued)
12:12–13:06	Monitoring risks throughout the project lifecycle for proactive management.
13:06–14:00	Creating contingency plans for unforeseen issues to ensure project continuity.

Day 5: Project Evaluation and Continuous Improvement

Applied activity: Participants will evaluate a completed fictional project using established KPIs. They will conduct a lessons learned session to identify successes and areas for improvement, preparing a project closure report summarising findings and recommendations for future projects.
Output: A project closure report that includes lessons learned and recommendations for future projects.

09:00–09:54	Establishing key performance indicators (KPIs) for measuring project success.
09:54–10:48	Evaluating project outcomes against initial objectives and stakeholder expectations.
10:48–11:00	Conducting lessons learned sessions for continuous improvement in project management.
11:00–11:30	**Coffee break**
11:30–12:12	Conducting lessons learned sessions for continuous improvement in project management. (continued)
12:12–13:06	Utilising feedback for future project planning and execution.
13:06–14:00	Creating a project closure report that summarises findings and recommendations.



Course content

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,650.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Cape Town Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,890.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
Amsterdam Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,540.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Singapore Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,820.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Dubai Confirmed dates	18 Jan 2027	22 Jan 2027	**£3,150.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Frankfurt Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,650.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,450.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
Paris Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,860.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.-**
Rome Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,450.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.-**
Istanbul Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,650.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.-**
Amsterdam Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,540.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.-**
Singapore Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,820.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	3 May 2027	7 May 2027	**£2,450.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Vienna Confirmed dates	10 May 2027	14 May 2027	**£2,940.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Dubai Confirmed dates	17 May 2027	21 May 2027	**£3,150.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Frankfurt Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,650.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Barcelona Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,840.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
Istanbul Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,650.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Amsterdam Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,540.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**



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Dates, venues and fees (continued)

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Singapore Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,820.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
London Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Rome Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Dubai Confirmed dates	20 Sept 2027	24 Sept 2027	**£3,150.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,650.-**



Course content

Dates, venues and fees (continued)

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Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,450.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
Paris Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,860.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,650.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Cape Town Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,890.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**



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Dates, venues and fees (continued)

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Amsterdam Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,540.-**
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Singapore Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,820.-**
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Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online