



aractech

Global Learning for Operational Leaders

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.

Course Methodology

Course Objectives

- 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

Target Audience

- 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

Course outline

Detailed course outline

Day-by-day outline for Certified Project Coordinator (CPC).

Day 1 - 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 2 - 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 3 - 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

Course outline

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Day-by-day outline for Certified Project Coordinator (CPC).

Day 4 - 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 5 - 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
18 - 22 May 2026	Kuala lumpur	Classroom	€1,575
22 - 26 June 2026	Barcelona	Classroom	€2,695
13 - 17 July 2026	London	Classroom	€2,940
17 - 21 August 2026	Munich	Classroom	€2,415
21 - 25 September 2026	Kuala lumpur	Classroom	€1,575
19 - 23 October 2026	Munich	Classroom	€2,415
2 - 6 November 2026	Amsterdam	Classroom	€2,975

Live online option

Online delivery is available at €1,250.