Project Management for Administrators and Secretaries

CODE: AS009

2023

KNOWLEDGE TREE
INTERNATIONAL INSTITUTE LLC

Project Management for Administrators and Secretaries

AS009

Course Overview

Administrative specialists are frequently requested to handle a project from start to finish. These initiatives might include everything from conferences and real estate moves to big events and change management. Use project management techniques to complete these assignments successfully.

Project management abilities are created to provide you the rigor and discipline necessary to complete your project on schedule, within budget, and according to expectations.

Working in groups on a variety of topics will be possible during this program. You will learn how to collaborate with people and how to plan and carry out your projects successfully by taking the necessary procedures.

Who Should Attend This Course?

Anyone in an administrative role who wishes to increase their level of contribution within the organization.

Learning Outcomes

By the end of this seminar, you will be able to:

- Take on increasingly complex projects with confidence
- Bring your projects in on time, on budget, meeting expectations
- Plan for the unexpected, manage risks and find opportunities for added value
- Harness the energy of teams to build better projects
- Track your projects to identify variances and adjust appropriately
- Use the language of project management and demonstrate your new capacity

Course Format

Face-to-Face

Location: Singapore/ UK/Dubai/ USA

Locate Our Office:

USA - 9905 UNIVERSITY CITY BLVD, #462 CHARLOTTE NC, 28213.

CANADA - 670 HURONTARIO STREET, L5B IP3, MISSISSAUGA, CANADA.

HILTON LONDON OLYMPIA 380 KENSINGTON HIGH ST. LONDON W148NL UNITED KINGDOM

COPTHORNE HOTEL DUBAI PORT SAEED - DEIRA DUBAI, UNITED ARAB EMIRATES.

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CALL US:

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Schedule and Fees:

$3,950.00 Fees + VAT as applicable

(including coffee breaks and a buffet lunch daily)

Duration: 10 Days

Dates:

5th – 16th June, 2023
4th – 15th September, 2023