

PROJECT MANAGEMENT | COURSE BROCHURE

Certified Project Coordinator (CPC)

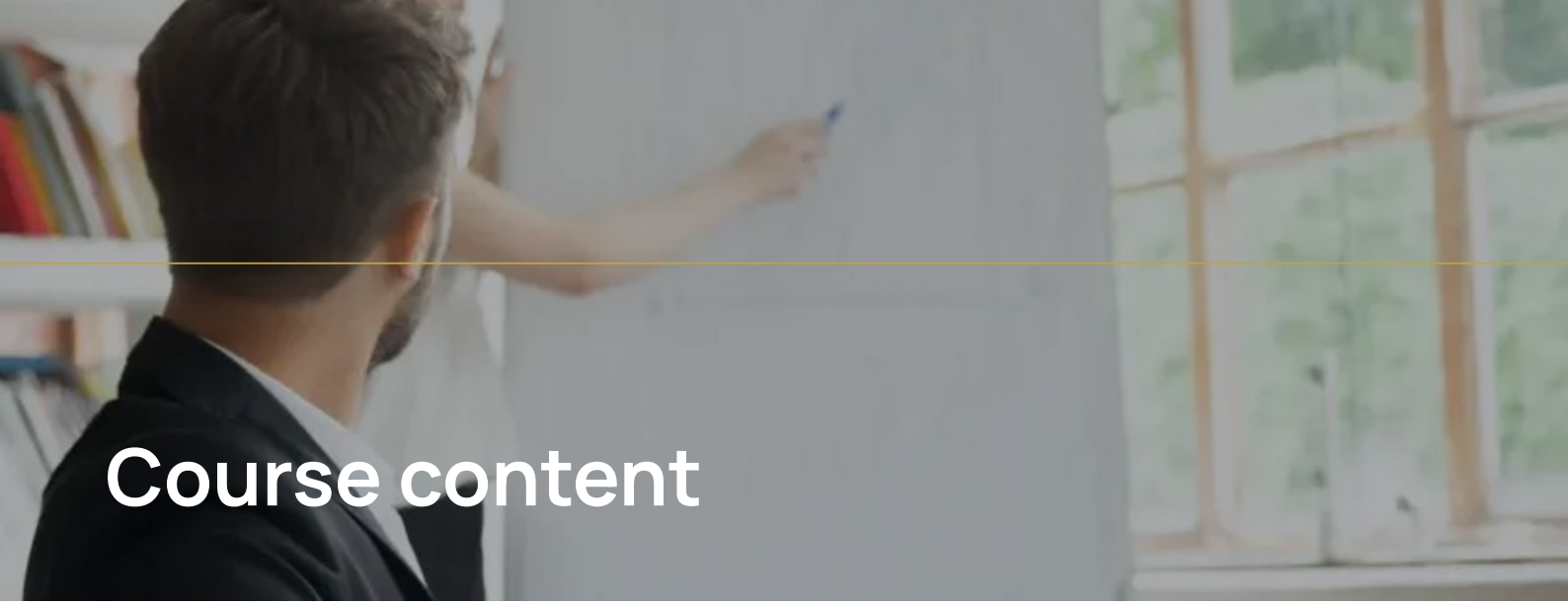
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

The Certified Project Coordinator (CPC) course equips professionals with essential skills in project management, focusing on coordination, communication, and stakeholder engagement. Participants will learn to effectively manage project timelines, resources, and deliverables to ensure successful project outcomes in various organisational contexts.

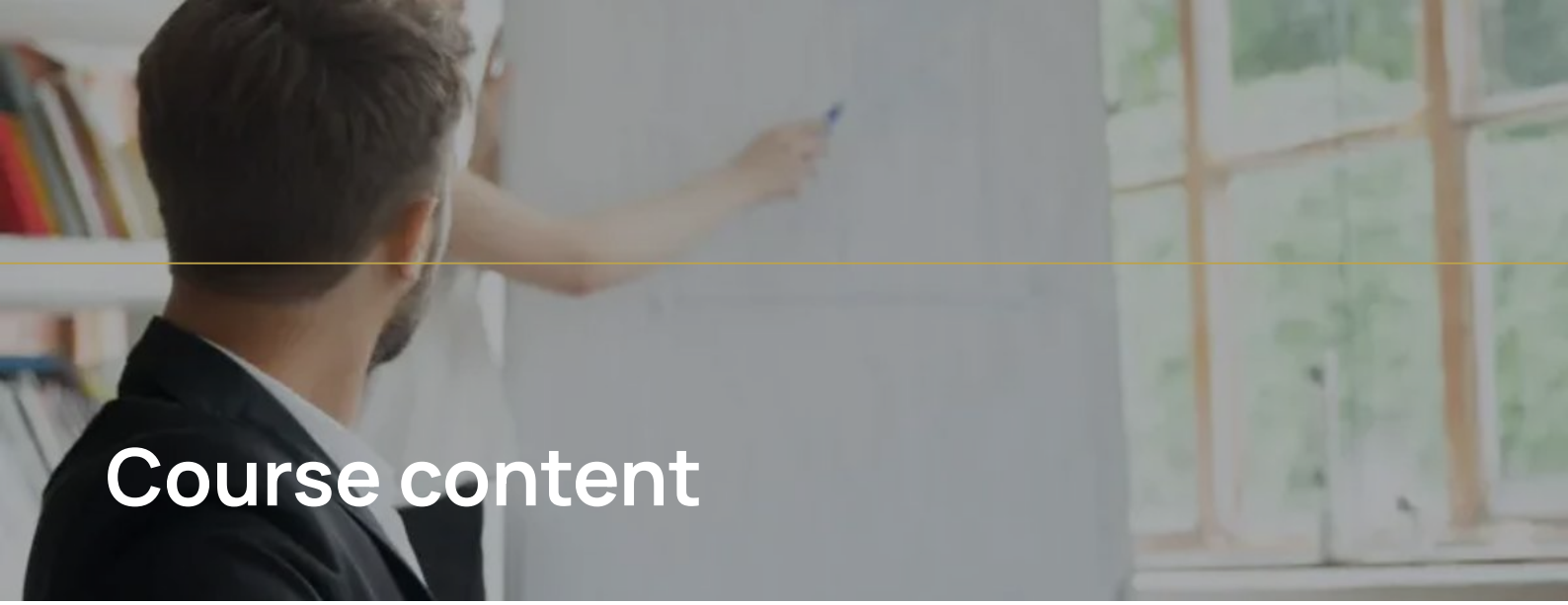
Project coordinators face the challenge of juggling multiple tasks, timelines, and stakeholder expectations in a dynamic work environment. Effective coordination is crucial to avoid project delays and ensure alignment with strategic goals. This course addresses these challenges by providing participants with the tools to manage projects efficiently, including developing comprehensive project plans, allocating resources effectively, and communicating with diverse stakeholders. Mastering these skills is vital for driving project success and enhancing career prospects in project management roles, where the ability to coordinate effectively can lead to significant organisational benefits and improved team performance. Participants will engage in practical exercises that simulate real-world project scenarios, allowing them to develop critical capabilities. They will learn to assess stakeholder needs, manage risks, and create effective communication strategies. By practising these skills, participants will be better prepared to make informed decisions and contribute to their organisation's project success. The course will also cover essential aspects such as stakeholder analysis, risk management, and performance evaluation, ensuring that attendees leave with a comprehensive understanding of project coordination. This hands-on approach will empower participants to tackle complex projects confidently and effectively, enhancing their ability to deliver results.

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 simulations to enhance learning outcomes. Participants will engage in role-playing exercises to practice stakeholder communication and conflict resolution, reinforcing their understanding of key concepts. Each session culminates in a group project where participants apply their knowledge to create a project plan, ensuring they produce tangible outputs that reflect their learning. By working collaboratively, participants will develop critical thinking and problem-solving skills essential for effective project coordination. The course will also include peer feedback sessions, allowing participants to refine their approaches and learn from each other's experiences, thus reinforcing their understanding of project management principles and practices.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse project requirements to develop a comprehensive project plan.
• Prioritise tasks and resources to optimise project timelines and deliverables.
• Assess stakeholder needs and expectations to enhance communication strategies.
• Construct risk management plans to mitigate potential project challenges.
• Justify project decisions based on data analysis and stakeholder feedback.
• Design effective project documentation to ensure clarity and accountability.

Target audience

This course is suitable for:
• Project Coordinators seeking certification to enhance their skills and career prospects.
• Team Leaders responsible for overseeing project execution and team dynamics.
• Administrative Professionals involved in project support and coordination tasks.
• Operations Managers focused on improving project efficiency and outcomes.

Target competencies

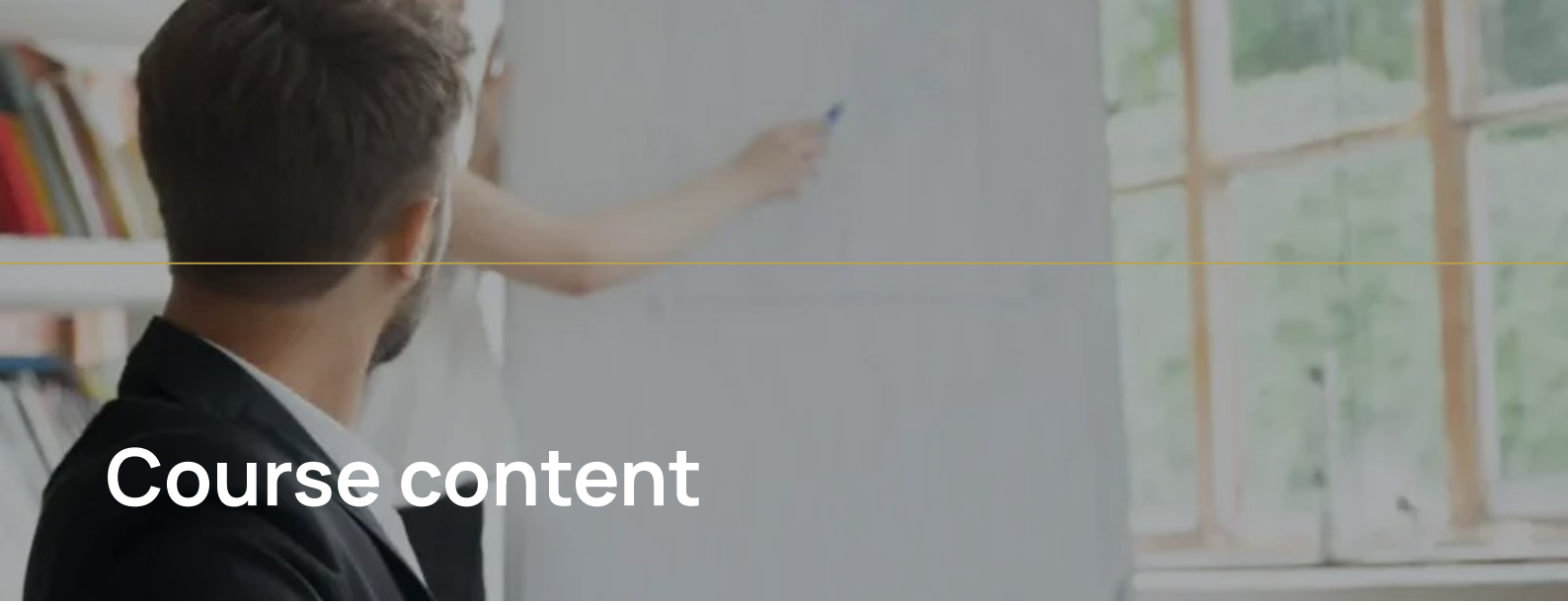
Participants will develop competencies in:
• Effective project planning and scheduling techniques.
• Stakeholder engagement and communication strategies.
• Risk assessment and management capabilities.
• Documentation and reporting skills for project tracking.
• Conflict resolution and negotiation skills in project contexts.
• Data analysis for informed project decision-making.

Course outline

Day 1: Fundamentals of Project Coordination

Applied activity: In a fictional scenario, participants will identify key stakeholders for a new product launch project. They will analyse their interests, influence, and potential impact on the project outcomes, discussing strategies for effective engagement and communication with each stakeholder.
Output: A stakeholder analysis matrix detailing stakeholder roles, interests, and engagement strategies.

09:00–09:54	Overview of project management principles and methodologies relevant to coordinators.
09:54–10:48	Roles and responsibilities of a project coordinator in various industries.



Course content

10:48–11:00	Key project management tools and software for effective coordination.
11:00–11:30	Coffee break
11:30–12:12	Key project management tools and software for effective coordination. (continued)
12:12–13:06	Understanding project life cycles and phases for better planning.
13:06–14:00	Importance of stakeholder identification and engagement in project success.

Day 2: Developing Comprehensive Project Plans

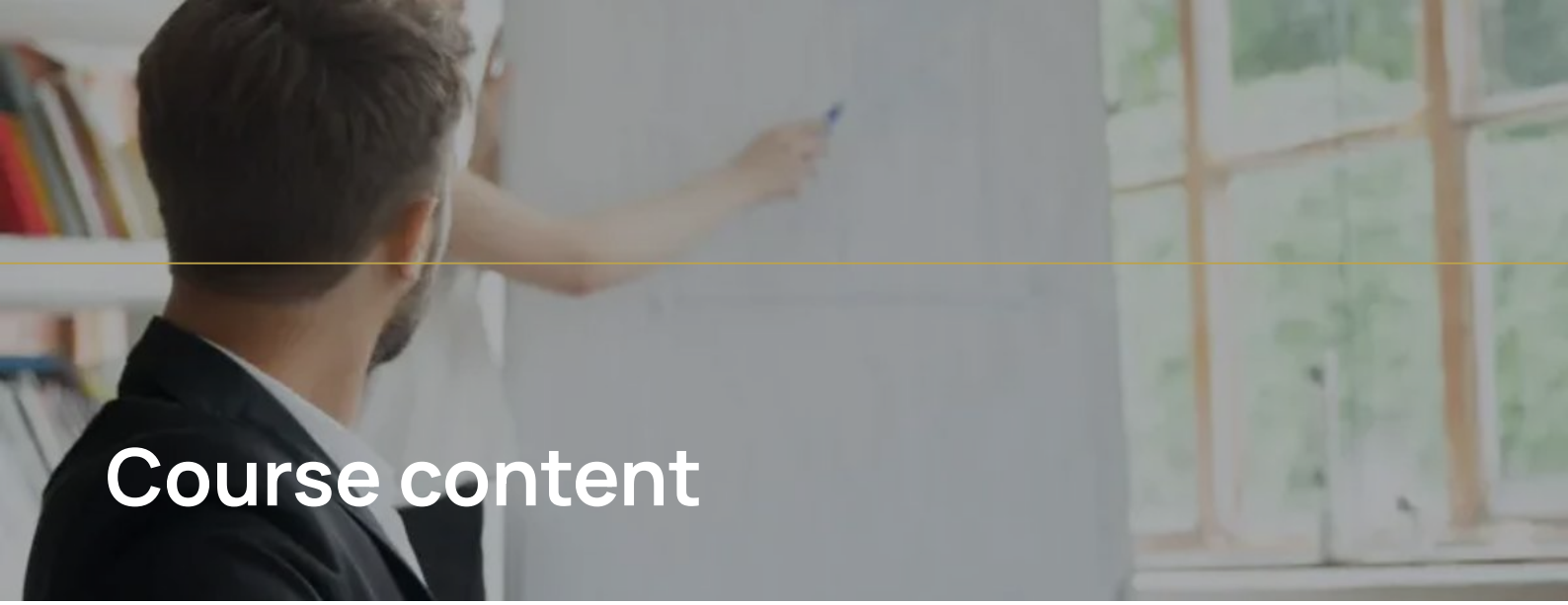
Applied activity: Participants will create a detailed project plan for a fictional event, including scope, timeline, budget considerations, and quality metrics. They will collaborate using project management software to facilitate communication and ensure alignment among team members throughout the planning process.
Output: A comprehensive project plan document with timelines, resources, budget estimates, and quality assurance measures.

09:00–09:54	Components of a project plan: scope, schedule, budget, and quality management.
09:54–10:48	Techniques for defining project objectives, deliverables, and success criteria.
10:48–11:00	Methods for resource allocation and task prioritisation to meet deadlines.
11:00–11:30	Coffee break
11:30–12:12	Methods for resource allocation and task prioritisation to meet deadlines. (continued)
12:12–13:06	Utilising Gantt charts and project management software for visual planning.
13:06–14:00	Best practices for project documentation and communication throughout the project.

Day 3: Effective Communication and Stakeholder Management

Applied activity: In groups, participants will role-play a project meeting where they must address stakeholder concerns, negotiate project changes, and develop a communication plan to ensure alignment and clarity among all parties involved. They will present their strategies to the class for feedback.
Output: A communication plan summarising stakeholder feedback, agreed actions, and communication strategies.

09:00–09:54	Strategies for effective communication with diverse stakeholders throughout the project lifecycle.
09:54–10:48	Techniques for managing stakeholder expectations and addressing concerns proactively.
10:48–11:00	Conflict resolution strategies in project environments to maintain team cohesion.
11:00–11:30	Coffee break



Course content

11:30–12:12	Conflict resolution strategies in project environments to maintain team cohesion. (continued)
12:12–13:06	Using feedback to improve project outcomes and stakeholder satisfaction.
13:06–14:00	Creating communication plans tailored to different stakeholder groups.

Day 4: Risk Management in Projects

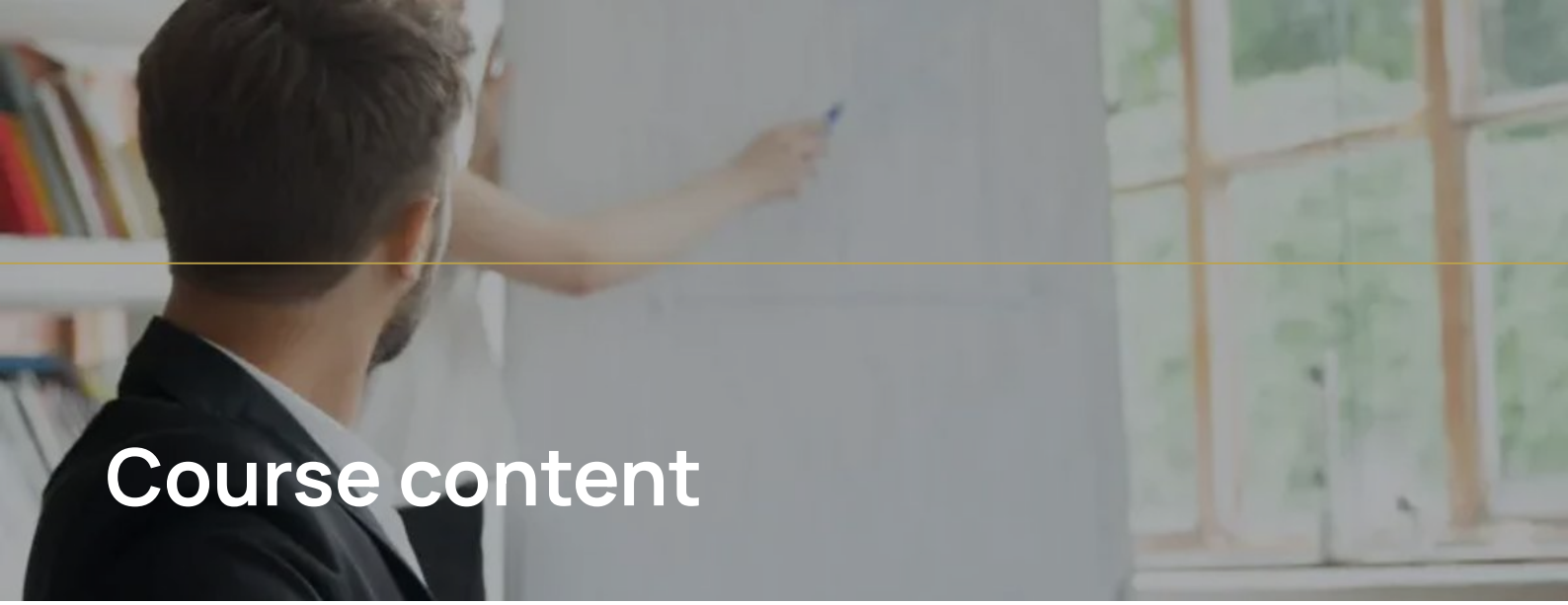
Applied activity: Participants will assess risks for their fictional project plan, developing a risk management strategy that includes risk identification, analysis, and mitigation measures. They will present their findings to the group, discussing how to implement these strategies effectively.
Output: A risk management plan detailing identified risks, impacts, and comprehensive mitigation strategies.

09:00–09:54	Identifying potential project risks and their impacts on project success.
09:54–10:48	Developing risk mitigation strategies and contingency plans to address uncertainties.
10:48–11:00	Tools for risk assessment and prioritisation to focus on critical risks.
11:00–11:30	**Coffee break**
11:30–12:12	Tools for risk assessment and prioritisation to focus on critical risks. (continued)
12:12–13:06	Integrating risk management into project planning and execution phases.
13:06–14:00	Monitoring and reporting on project risks to stakeholders effectively.

Day 5: Integrated Project Coordination Practice

Applied activity: Participants will work in teams to execute a simulated project, applying all learned skills from planning to closure, including stakeholder engagement, risk management, and performance evaluation. They will present their project outcomes and lessons learned to the class.
Output: A comprehensive project report including outcomes, lessons learned, and recommendations for future projects.

09:00–09:54	Bringing together project planning, communication, and risk management for holistic project execution.
09:54–10:48	Simulating a project lifecycle from initiation to closure, focusing on real-world applications.
10:48–11:00	Evaluating project performance and outcomes against established objectives and metrics.
11:00–11:30	**Coffee break**
11:30–12:12	Evaluating project performance and outcomes against established objectives and metrics. (continued)



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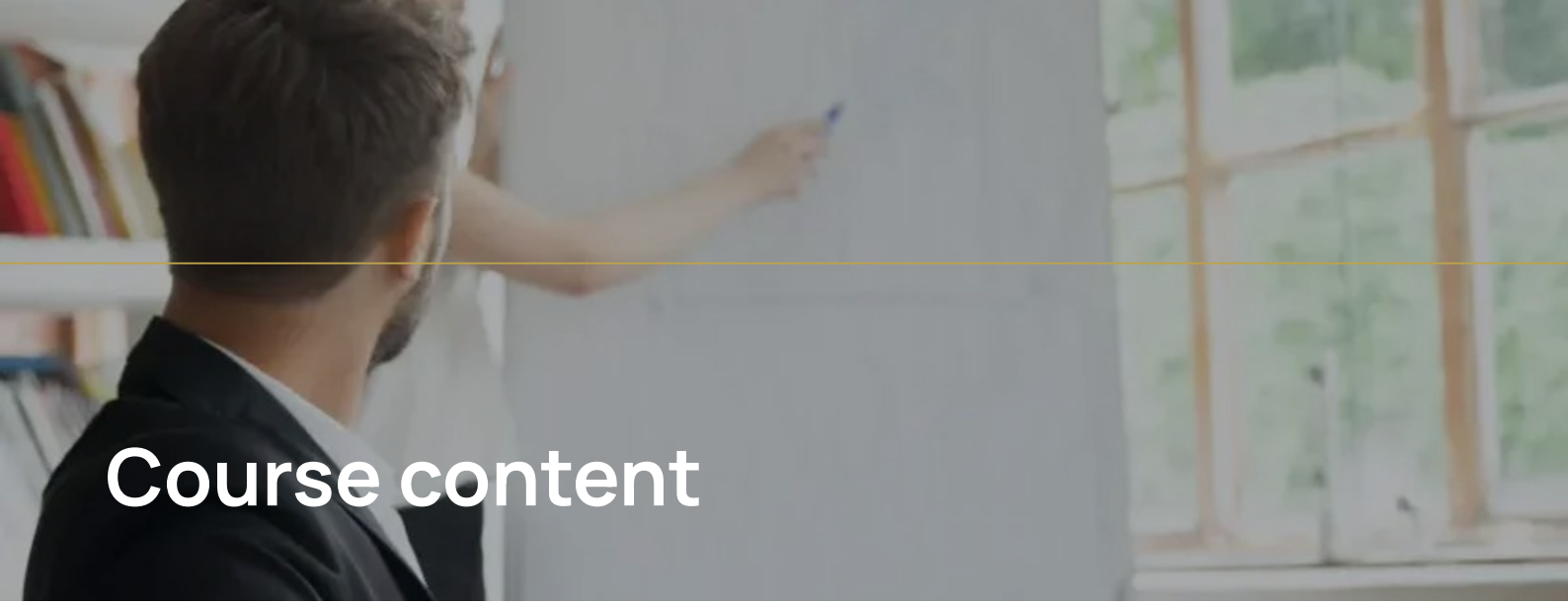
12:12–13:06	Lessons learned and continuous improvement in project coordination practices.
13:06–14:00	Preparing for the Certified Project Coordinator (CPC) certification examination.

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 EUR, excluding unconfirmed taxes.

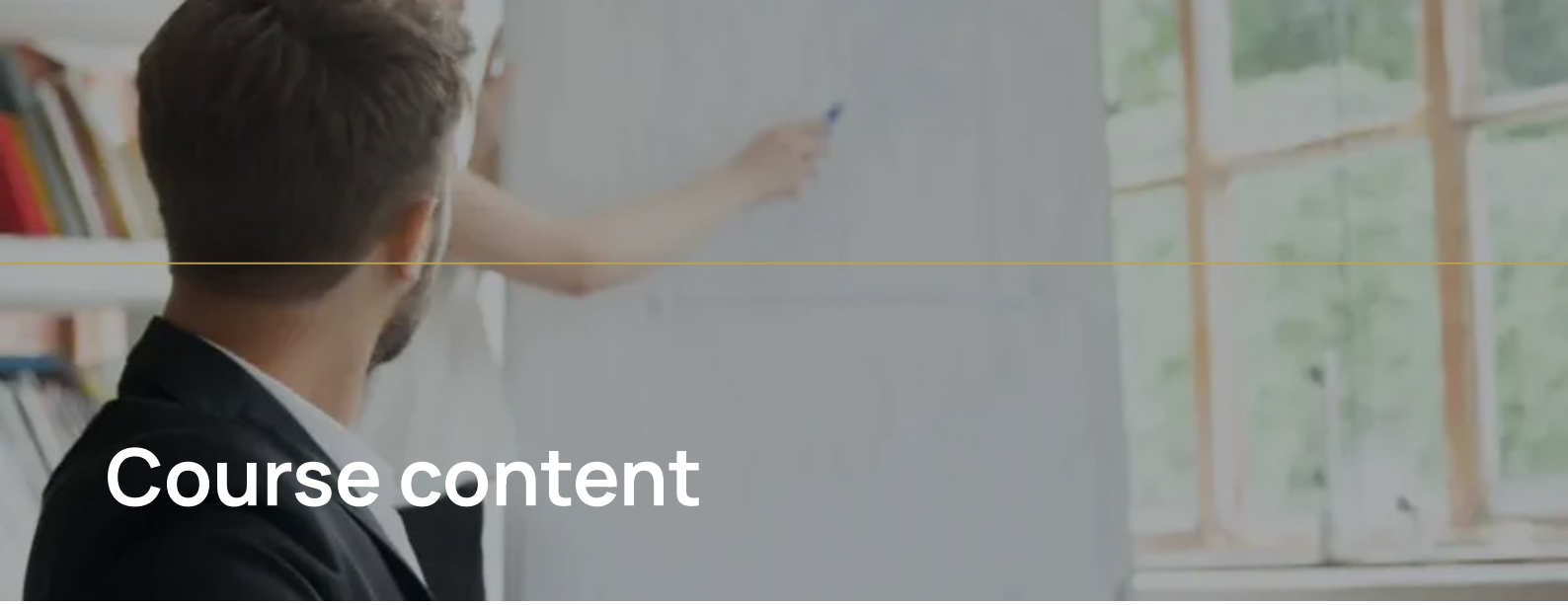
Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,940.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Paris Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,860.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Istanbul Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,650.-**



Course content

Dates, venues and fees (continued)

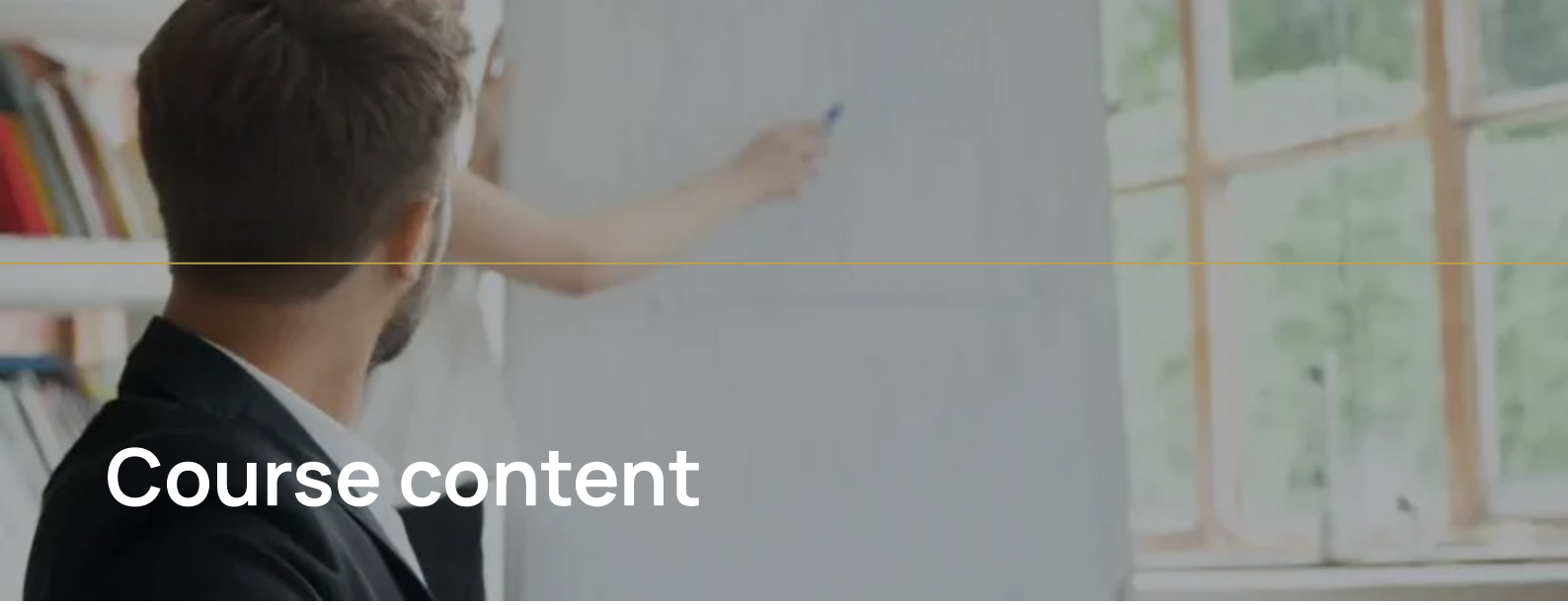
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Amsterdam Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,540.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Singapore Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,820.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,450.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**€3,150.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.-**



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Dates, venues and fees (continued)

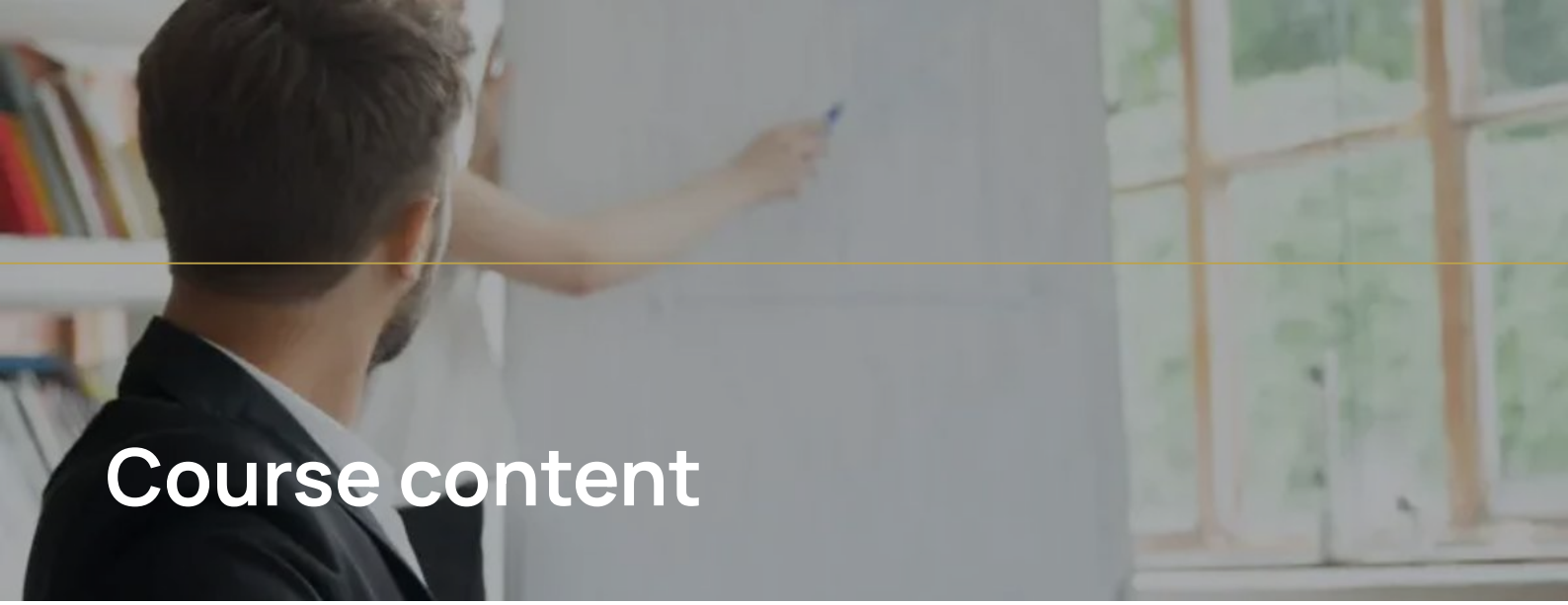
Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.-**
Frankfurt Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,650.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,450.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Paris Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,860.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.-**
Istanbul Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,650.-**



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Dates, venues and fees (continued)

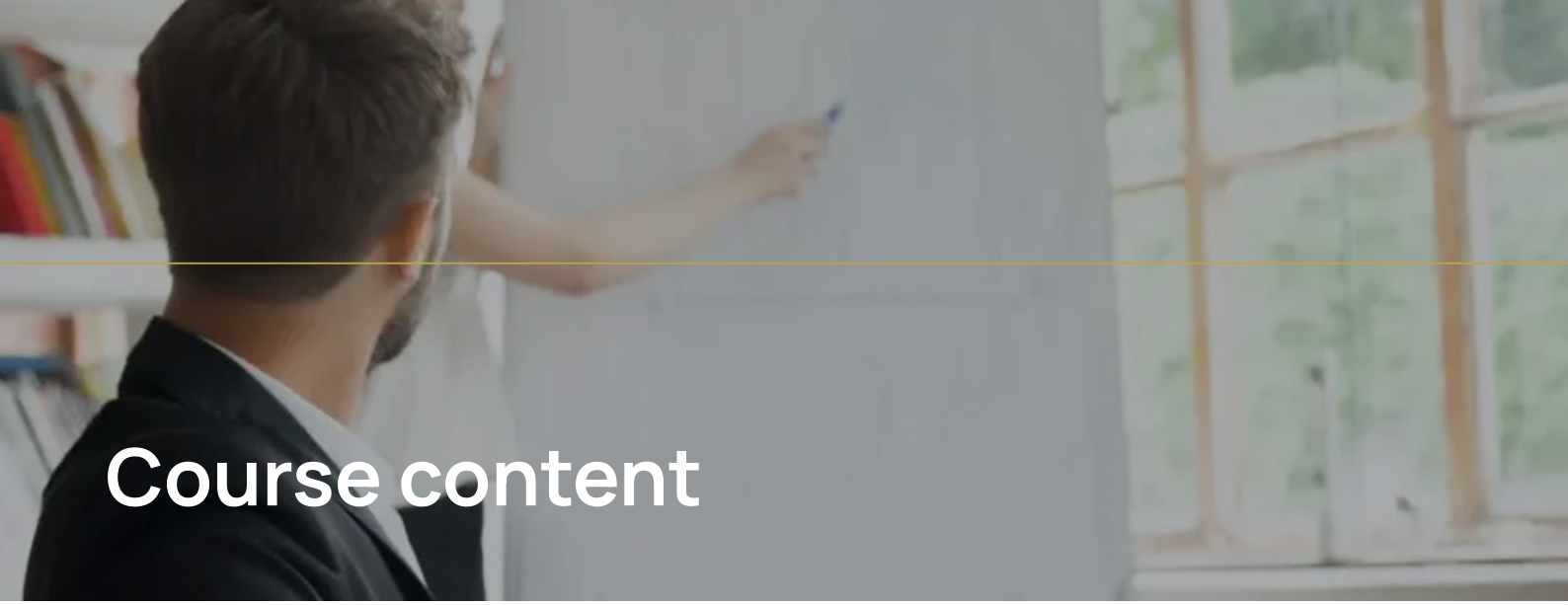
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Cape Town Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,890.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
Amsterdam Confirmed dates	3 May 2027	7 May 2027	**€2,540.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**
Singapore Confirmed dates	17 May 2027	21 May 2027	**€2,820.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,450.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**



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Dates, venues and fees (continued)

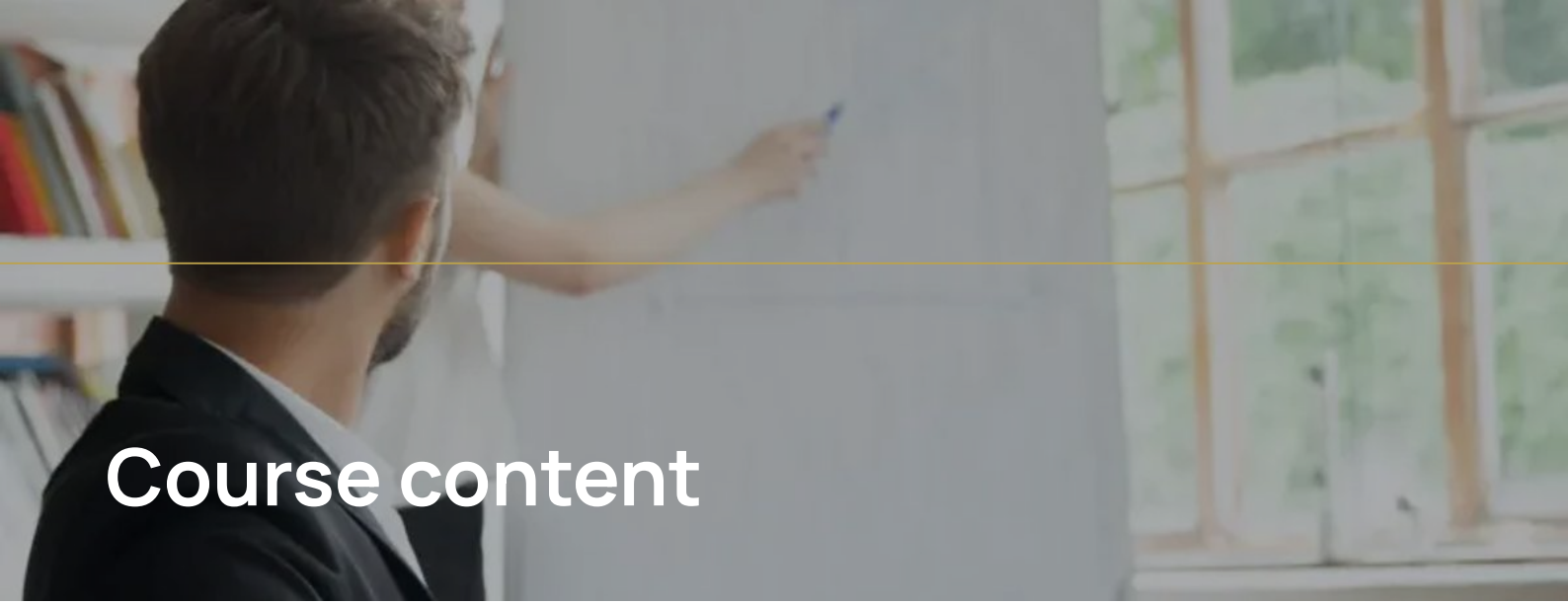
Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**€3,150.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,890.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Frankfurt Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,650.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Paris Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,860.-**



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Dates, venues and fees (continued)

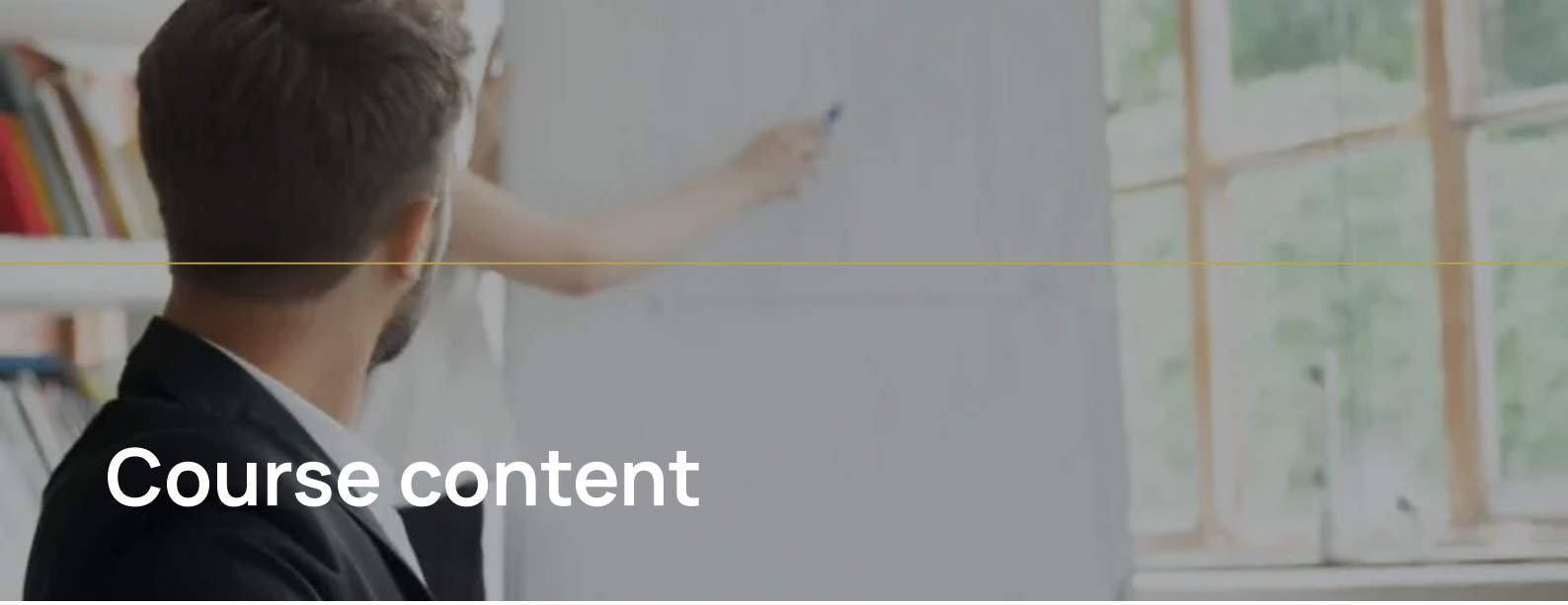
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Istanbul Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,650.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Barcelona Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,840.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,540.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Singapore Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,820.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,450.–**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.–**
Dubai Confirmed dates	18 Oct 2027	22 Oct 2027	**€3,150.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.–**
Frankfurt Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,650.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.–**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,450.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,450.–**



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Dates, venues and fees (continued)

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Paris Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,860.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**
Istanbul Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,650.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

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 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.

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