

Essential Element™ Project Coordinator Training



Be an Essential Element to a Project Team!

Register Online at www.TrifectaGrowthInstitute.com/training • \$499

Curriculum Overview

Project Coordinators are usually thrown into the fire with minimum guidance, very little understanding of what is required of them and how to effectively be a great team member. Most companies are moving at lightening speed and only can provide a 5-min crash course of just do this.

Project Coordinators are the essential element for project managers because they perform administrative tasks, communicate with customers, and help ensure projects are completed on time, within budget, and on schedule.

LEARN – GROW – GET CERTIFIED!

Course Topics

- ▲ Roles & Responsibilities of a Project Coordinator
- ▲ Project Life Cycle
- ▲ Tracking project progress
- ▲ Project documentation
- ▲ Scheduling an effective meeting
- ▲ Taking effective notes and team communication
- ▲ Interacting with key stakeholders
- * Restoration Warrior Project Planning Workshop is required for certified and extra cost.