



Project Coordinator



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This workshop equips aspiring or current project coordinators with the practical skills and tools needed to keep projects on track, stakeholders informed, and workflows organized. Participants will learn how to support project delivery from initiation to closure, manage daily activities and reporting tasks, and ensure operational alignment with broader project goals. It's a foundational program that transforms logistical support into strategic contribution.

Audience

Designed for junior project staff, administrative professionals, operations officers, assistants to project managers, or anyone transitioning into a project coordination role within NGOs, private firms, government agencies, or international institutions.

Instructors

Led by certified project managers, operations consultants, and organizational planning experts with hands-on experience in local and international project delivery. Instructors combine theoretical frameworks with real-world coordination tools and best practices.

Register Now



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**Available in English
and Arabic**