

Project Coordination & Skills of a High-Profile Coordinator **July 20, 2021**

Course Concept:

Every project has its target/goal: a time bound activity undertaken to create a specific product, service or result. It is unique with specific goals and objectives which have to be realised on-time, within the given budget. A team of people drawn from different backgrounds have to integrate various tools and techniques to achieve the set goals. Therefore, project management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements (PMI) and achieve project goals. "Begin with the end in mind" and "Failing to plan is planning to fail" are two famous quotes from the great management scientist Stephen Covey, which is very apt for those involved in development interventions. Planning the result of a project right at the initiation and working towards achieving the same will certainly ensure that resources are put to optimum use and beneficiaries receive the results that are committed to them within the project.

Course Content:

Part I- Elements of Coordination:

- Work Team Coordination & Information Management
- Streamline the Workflow and Manage Project Staff
- Communication Management: includes data management, documentation and reporting.

Part II- Skills

- Communication and interpersonal skills.
- Organisational and multi-tasking skills.
- Analytical and problem-solving skills.
- Team-management and leadership skills.

Who will benefit from this course?

Project Coordinators on the job as well as those aspiring and who wish to be professionally qualified to take up the challenging task of project Coordination.

The Course Leader:

Dr. Tom Jose has a wide experience in working with development projects both at implementation as well as management level. He has worked as a project coordinator in a leading NGO. As a trainer at KKID he has been guiding hundreds of project managers and coordinators through similar workshops.

***Registration Details**

Date, Time and Place: July 20, 2021, 11:00Hrs - 16:00Hrs (IST) on ZOOM
Programme Cost: Rs.1250/- + 18% GST
Deadline for Registration: 16th July 2021

Contact Details:

Mr. Muralitharan

Email: trainings.desk1@kkid.org Landline: 9786854541