

PROJECT MANAGEMENT SKILLS FOR PROFESSIONAL ASSISTANT

12th - 13th August 2024

18th - 19th November 2024

Kuala Lumpur (In Person) / Online Training

Major Benefits of Attending

By the end of the course, Participants will be able to:

- **UNDERSTAND** the fundamentals of project management, including terminology, methodologies, and best practices
- **PLAN, EXECUTE, and MONITOR** projects using practical tools and techniques
- **MANAGE** time, resources, and stakeholders effectively to ensure project success
- **IDENTIFY** and **MITIGATE** risks, and solve problems proactively
- **COMMUNICATE** effectively with project teams and stakeholders

Course Methodology

Client has the option to choose to participate either below method.

Online Training : *This course will be conducted via Zoom.*

Kuala Lumpur Hotel: *This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.*

Why Should You Attend?

This 2-day masterclass is designed to equip professional assistants with essential project management skills, enabling them to support and manage projects effectively. Participants will learn key project management principles, tools, and techniques through interactive sessions, practical exercises, and real-world case studies.

Who Should Attend?

This course has been specifically designed for:

- Professional Assistants: Administrative, executive, and personal assistants who want to enhance their project management skills and take on more responsibilities in project coordination
- Office Managers: Individuals who manage office environments and support teams, looking to improve their project management capabilities
- Secretaries: Professionals aiming to expand their skill set to include project management, thereby increasing their value to their organization
- Support Staff: Employees in support roles who frequently assist with or manage small projects and wish to formalize their project management knowledge
- Team Leaders and Supervisors: Those overseeing administrative staff and seeking to implement effective project management practices within their teams
- HR Professionals: Individuals responsible for employee training and development, looking to introduce project management skills into their organizations
- Anyone Aspiring to a Project Management Role: Individuals considering a career transition into project management or looking to acquire foundational skills in this area

Organized by:



FDB EVENTS PTE LTD (SINGAPORE)
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For more details, contact hello@fdb.sg

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