



SOUTERS®

Business and Office Skills Training Specialists

PROJECT ASSISTANT COURSE

- CPD ACCREDITED

The CPD Standards Office

CPD PROVIDER: 21228
2015 - 2017

www.cpdstandards.com



COURSE FORMAT

This is a 2 day classroom format workshop, with a high level of interactive and practical exercises to create confidence when applying in the workplace. We have a team of experienced Project Management and Administration trainers, who have extensive practical experience in their fields of expertise.

PROJECT ASSISTANT COURSE OBJECTIVES

- To develop a comprehensive set of Project Assistant skills
- To prepare for successful careers as Project Assistants
- Increase confidence and efficiency in Project Assistant Jobs
- Improve job options with an Accredited Qualification

DATES AND DURATION

The course will be held in our centre from 10:30 to 16:30 in a two day workshop. Group bookings and bespoke courses are available also at client locations on request.

Please refer to the schedule for start dates.

WHO IS IT FOR?

- This course is ideal for people looking to get a career as a Project Assistant
- It is ideal for those working as a Project Assistant, who are looking to gain formalised training and a qualification to increase their confidence and effectiveness in their roles

COURSE CONTENT

DAY 1 – AN INTRODUCTION TO PROJECTS

- An overview of the key Projects terminologies and models
- What are Projects
- Project Management skills
- Planning a project
- The optimal mix of soft skills required in Projects
- The Project Team explained
- Communication skills for a Project Assistant
- Managing time and resources constraints
- Case studies of real life project situation and how to deal with them
- Career advice and development plans
- Managing stakeholder and client relations

DAY 2 – PRACTICAL SKILLS FOR A PROJECT ASSISTANT

- Diary Management
- Developing reports and presentations
- Managing and planning communications
- Administrative skills within the Project Team
- Acting as a point of contact for your Project Team
- Prioritising and planning your workload
- Filing and managing administrative systems
- Managing emails and other forms of business communication
- Managing travel, booking, suppliers.

BENEFITS

- CPD Accredited Certification upon successful completion of the course
- Gain an Accredited Qualification to develop your career
- Greater job options and understanding of how to develop careers in future
- Delegates will develop knowledge how to perform highly as a Project Assistant
- Increased confidence and ability to work efficiently in Projects



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