



Consulting and Training | Reach New Heights

Course Name

Certificate in Project Management for Administrative Professionals

Sector Name

Administration and Office Efficiency

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)



ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770



Certificate in Project Management for Administrative Professionals

Course Introduction

Administrative professionals play an increasingly critical role in supporting projects, initiatives, and cross-functional activities within modern organizations. As workloads grow more complex and timelines become tighter, there is a clear need for administrative staff to understand project management concepts, workflows, and coordination practices to support successful delivery.

Developed by **BOOST**, the Certificate in Project Management for Administrative Professionals course is designed specifically to equip administrative staff with practical project management knowledge tailored to their role. The program focuses on organizing tasks, coordinating stakeholders, managing schedules, tracking progress, and supporting project teams—without requiring technical project management certification backgrounds.

This course empowers participants to move from reactive task execution to structured project support, enabling them to contribute more effectively to team productivity, project coordination, and organizational efficiency.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

BOOST

Certificate in Project Management for Administrative Professionals

Target Audience

Administrative professionals and support staff involved in coordinating tasks, schedules, and project-related activities.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Certificate in Project Management for Administrative Professionals

Learning Objectives

- ✓ Understand basic project management concepts and terminology
- ✓ Support project planning, scheduling, and coordination activities
- ✓ Track tasks, deadlines, and deliverables effectively
- ✓ Communicate and collaborate efficiently with project teams
- ✓ Improve administrative contribution to successful project delivery

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Certificate in Project Management for Administrative Professionals

Course Outline

✓ DAY 01

Project Management Fundamentals for Administrative Roles

Module 1: Introduction to Project Management Concepts

- ✓ Understanding what projects are and how they differ from daily operations
- ✓ Key project phases and lifecycle overview
- ✓ The administrative professional's role in project success

Module 2: Administrative Contribution to Project Teams

- ✓ Supporting project managers and team members
- ✓ Understanding responsibilities, boundaries, and accountability
- ✓ Building project awareness and coordination mindset

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)

Certificate in Project Management for Administrative Professionals

Course Outline

✓ Day 02

Project Planning, Scheduling, and Task Coordination

Module 1: Project Planning Basics for Administrative Support

- ✓ Understanding project scope, objectives, and deliverables
- ✓ Supporting planning activities and documentation
- ✓ Recognizing dependencies and timelines

Module 2: Scheduling and Task Coordination

- ✓ Assisting in schedule tracking and updates
- ✓ Coordinating tasks, meetings, and milestones
- ✓ Managing calendars, follow-ups, and task priorities

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Certificate in Project Management for Administrative Professionals

Course Outline

✓ Day 03

Communication, Documentation, and Stakeholder Support

Module 1: Project Communication and Information Flow

- ✓ Supporting effective communication within project teams
- ✓ Managing correspondence, reports, and updates
- ✓ Ensuring clarity and consistency of project information

Module 2: Project Documentation and Records Management

- ✓ Organizing project documents and records
- ✓ Version control and document accuracy
- ✓ Supporting compliance with documentation standards

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Certificate in Project Management for Administrative Professionals

Course Outline

✓ Day 04

Monitoring Progress, Managing Issues, and Time Control

Module 1: Monitoring Project Progress

- ✓ Tracking activities and deliverables
- ✓ Identifying delays, issues, and risks early
- ✓ Supporting progress reporting

Module 2: Time Management and Issue Coordination

- ✓ Managing time constraints and competing priorities
- ✓ Supporting issue escalation and resolution processes
- ✓ Maintaining productivity under project pressure

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Certificate in Project Management for Administrative Professionals

Course Outline

✓ Day 05

Supporting Project Delivery and Continuous Improvement

Module 1: Supporting Project Delivery and Closure

- ✓ Assisting with final deliverables and handover
- ✓ Supporting lessons learned and documentation closure
- ✓ Ensuring administrative readiness at project completion

Module 2: Continuous Improvement and Professional Growth

- ✓ Identifying improvement opportunities in project support
- ✓ Applying best practices for future projects
- ✓ Developing long-term project support capabilities

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Certificate in Project Management for Administrative Professionals

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

