Training Course:
Effective Coordination and Project Management in Digital Design

28 September - 2 October 2025
Istanbul (Turkey)
DoubleTree by Hilton Istanbul Esentepe

Training Course:
Effective Coordination and Project Management in Digital Design

Training Course code: SC235631 From: 28 September - 2 October 2025 Venue: Istanbul (Turkey) - DoubleTree by Hilton Istanbul Esentepe Training Course Fees: 6000 Euro

Introduction

This training program is designed for professionals working in digital design fields who are looking to enhance their project management and coordination skills. By focusing on digital design workflows, project planning, resource allocation, and communication strategies, this program helps participants deliver high-quality projects on time and within budget.

Target Audience

- Project managers, coordinators, and team leads in digital design

- Digital designers looking to improve their project management skills

- Digital design coordinators and administrative business coordinators

Objectives

- Develop a solid understanding of project management principles within digital design environments

- Learn effective coordination and communication techniques for diverse design teams

- Understand digital project workflows, time management, and scheduling strategies

- Gain skills in managing resources, client expectations, and project deliverables

- Master techniques for tracking project progress and assessing design quality

Outline

Day 1: Foundations of Project Management in Digital Design

- Overview of essential project management principles tailored to digital design
- Exploration of project lifecycles and workflows specific to digital environments
- Understanding the unique role and responsibilities of a project coordinator in digital design

Day 2: Communication Strategies for Coordinating Digital Teams

- Developing effective communication strategies within digital design teams
- Managing communication across remote, in-house, and cross-functional teams
- Understanding stakeholder mapping to define communication needs and channels

Day 3: Time and Resource Management for Digital Projects

- Techniques for efficient time management within digital design workflows
- Approaches to effective resource allocation, covering tools, personnel, and budgets
- Managing client expectations and addressing resource limitations

Day 4: Tracking Progress and Ensuring Design Quality

- Methods for monitoring project progress and meeting key milestones
- Quality assurance processes tailored to digital design deliverables
- Identifying potential bottlenecks in the design process and proactive problem-solving strategies

Day 5: Delivering and Evaluating Project Success

- Best practices for finalizing and delivering digital design projects
- Post-project evaluation techniques to assess success and areas for future improvement
- Methods for reporting results and obtaining client or stakeholder feedback

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
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Company Information

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Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
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Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.