



*Training Course:
Project & Time Management for Administrative
Professionals*

*21 - 25 July 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Project & Time Management for Administrative Professionals

Training Course code: PS235973 From: 21 - 25 July 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5500 € Euro

Introduction

Administrative professionals play a pivotal role in ensuring the smooth functioning of departments and projects. This training program is designed to provide them with the essential tools and techniques in project and time management. Through this course, participants will learn how to organize tasks efficiently, manage project timelines, prioritize workloads, and contribute effectively to team goals—all while managing multiple responsibilities with professionalism and control.

Objectives

By the end of this program, participants will be able to:

- Understand the principles of project and time management
- Plan, organize, and track small-scale projects effectively
- Prioritize tasks and manage time under pressure
- Utilize tools to manage schedules, meetings, and deliverables
- Communicate project updates and timelines confidently
- Handle interruptions and overlapping responsibilities more efficiently

Organizational Impact

- Improved administrative efficiency and reduced delays
- Enhanced support for departmental and team projects
- Better use of internal resources through proper scheduling
- More consistent communication and task tracking
- Reduced administrative stress and increased accountability

Target Audience

- Administrative Assistants
- Executive Secretaries
- Office Coordinators
- Personal Assistants
- Administrative Officers involved in managing projects and multitasking environments

Training Outline

Day 1: Fundamentals of Project Management for Admin Roles

- What is a project? Project life cycle overview
- Role of admin professionals in project support
- Planning tools for small-scale office projects
- Identifying project goals, deliverables, and timelines
- Working with stakeholders and supervisors

Day 2: Time Management Principles & Productivity Techniques

- Understanding personal time management styles
- Prioritization techniques Eisenhower Matrix, ABCD analysis
- Setting SMART goals and daily task planning
- Managing interruptions and multitasking
- Building a personal productivity system

Day 3: Practical Planning Tools for Admins

- Using digital calendars, task managers, and trackers
- Time-blocking and scheduling methods
- Templates for agendas, timelines, and checklists
- Planning events and meetings with deadlines
- Coordinating with multiple teams and timelines

Day 4: Managing Office Projects from Start to Finish

- Setting up a project plan: scope, tasks, and resources
- Creating and updating action plans
- Monitoring progress and reporting updates
- Managing expectations and handling changes
- Admin project simulation: team coordination exercise

Day 5: Communication, Delegation & Follow-up

- Communicating project timelines and status clearly
- Delegating tasks effectively and respectfully
- Building accountability systems
- Recap: time and project management toolkit
- Final group activity: Design your own office project plan

Registration form on the Training Course: Project & Time Management for Administrative Professionals

Training Course code: PS235973 From: 21 - 25 July 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía
Training Course Fees: 5500 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

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

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

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

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

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.