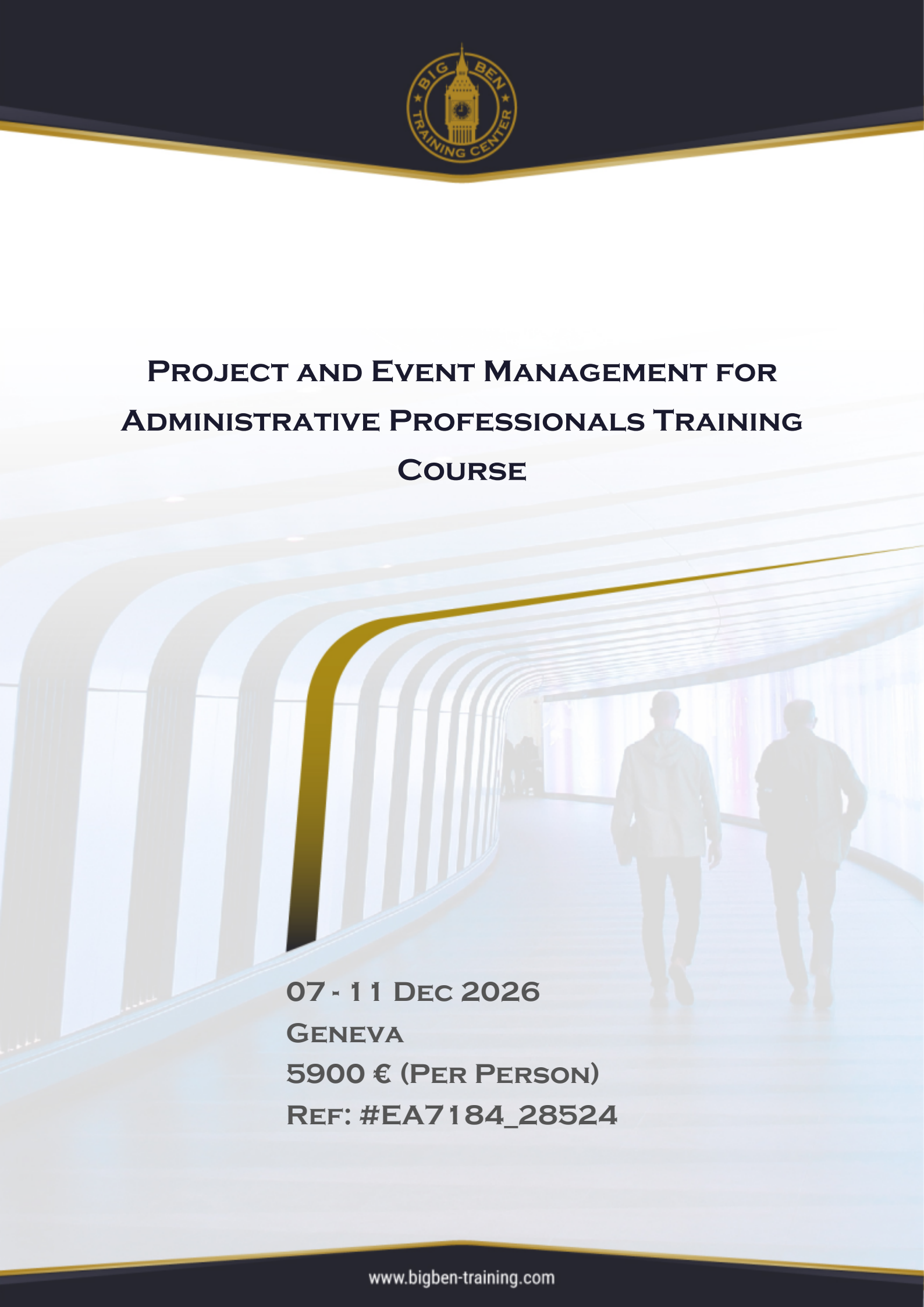
Project and Event Management for Administrative Professionals Training Course



07 - 11 Dec 2026

Geneva

5900 € (Per Person)

Ref: #EA7184_28524

Course Introduction / Overview:

This comprehensive course is designed to empower administrative professionals with the dual competencies of project management and event planning, transforming their supportive roles into strategic assets for any organization. In today's dynamic business environment, the ability to manage projects and coordinate events flawlessly is no longer a niche skill but a core requirement for administrative excellence. This program bridges the gap between administrative tasks and strategic execution, providing a structured framework for planning, implementing, and evaluating both internal and external projects and events. Drawing upon foundational principles articulated by experts like Dr. Joe Goldblatt in his seminal work "Special Events: A New Generation and the Next Frontier," the curriculum integrates project lifecycle management with the intricacies of event logistics. Participants will move beyond simple task management to master scope definition, resource allocation, risk mitigation, and stakeholder communication. BIG BEN Training Center has meticulously crafted this training to provide practical tools and techniques that can be immediately applied to enhance efficiency, reduce costs, and deliver successful outcomes, ensuring that every project and event is executed with precision and professionalism.

Target Audience / This training course is suitable for:

- Executive Assistants.
- Administrative Assistants.
- Personal Assistants.
- Office Managers.
- Project Coordinators.
- Administrative Managers.
- Team Leaders with administrative responsibilities.
- Support Staff involved in project or event organization.
- Secretaries and Senior Secretaries.

Target Sectors and Industries:

- Corporate and Business Services.
- Healthcare and Medical Administration.
- Education and Academic Institutions.
- Governmental Bodies and Public Sector Agencies.
- Non-Profit and Non-Governmental Organizations.
- Technology and IT Services.
- Hospitality and Tourism.
- Financial and Banking Sector.

Target Organizations Departments:

- Administration Department.
- Executive and C-Level Offices.
- Human Resources.
- Marketing and Communications.
- Sales and Business Development.
- Operations Department.
- Procurement and Purchasing.
- Customer Service Departments.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a comprehensive project charter and scope statement for administrative initiatives.
- Apply project management lifecycle phases to office-related projects.
- Create detailed event plans, including objectives, timelines, and logistical requirements.
- Master budgeting techniques for both small-scale projects and large corporate events.
- Identify, assess, and mitigate potential risks in project and event management.
- Implement effective communication strategies for managing stakeholders, vendors, and team members.
- Utilize scheduling tools to create realistic timelines and manage deadlines effectively.
- Coordinate event logistics, from venue selection and vendor negotiation to on-site management.
- Conduct post-project and post-event evaluations to measure success and identify areas for improvement.
- Enhance problem-solving skills to handle unforeseen challenges during project and event execution.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and participant-centered, ensuring a deep and lasting understanding of the course material. We move beyond traditional lecture-based formats to create an immersive learning environment where participants actively engage with the concepts of project and event management. The course incorporates a blend of expert-led instruction, real-world case study analysis, and collaborative group workshops. Participants will work in teams on simulated projects and event planning scenarios, allowing them to apply theoretical knowledge to practical challenges in a supportive setting. Interactive exercises, role-playing sessions, and peer-to-peer feedback are integral components of the learning process, fostering critical thinking and problem-solving skills. Our experienced instructors facilitate dynamic discussions and provide personalized coaching, ensuring that each participant can relate the course content directly to their specific job role and organizational context. This hands-on approach guarantees that attendees leave not just with knowledge, but with the confidence and skills to immediately implement what they have learned.

Course Agenda (Course Units):

Unit One: Foundations of Project and Event Management for Administrators

- The strategic role of the administrative professional in projects and events.
- Differentiating between a project, an event, and routine administrative tasks.
- Core principles of project management (Scope, Time, Cost, Quality).
- Introduction to the project management lifecycle.
- Key concepts and terminology in corporate event planning.
- Understanding stakeholder needs and expectations.
- Setting clear and measurable objectives for projects and events.

Unit Two: The Art of Meticulous Planning

- Developing a project scope statement and work breakdown structure (WBS).
- Creating a comprehensive event plan from concept to completion.
- Techniques for accurate time estimation and scheduling.
- Building a detailed budget for projects and events.
- Resource planning and allocation for administrative tasks.
- Identifying and selecting the right vendors and suppliers.
- Crafting a robust communication plan for all stakeholders.

Unit three: Flawless Execution and Coordination

- Implementing the project and event plan effectively.
- Managing logistics: venue, catering, technology, and transportation.
- Effective vendor and supplier relationship management.
- Leading and motivating project teams and event staff.
- Conducting productive meetings and briefing sessions.
- On-site event coordination and management techniques.
- Documenting progress and maintaining accurate records.

Unit Four: Monitoring, Control, and Risk Management

- Techniques for tracking project progress against the plan.
- Managing changes to the project scope (change control).
- Monitoring event budgets and controlling expenditures.
- Identifying potential risks in projects and events.
- Developing risk response and contingency plans.
- Quality control measures to ensure successful outcomes.
- Reporting project and event status to management.

Unit Five: Closure, Evaluation, and Modern Trends

- Formal project and event closure procedures.
- Conducting post-event debriefs and gathering feedback.
- Analyzing project success and documenting lessons learned.
- Creating final reports for stakeholders and management.
- Introduction to project management software and tools for administrators.
- Exploring trends in virtual and hybrid event planning.
- Developing a personal action plan for continuous improvement.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

As automation handles more routine administrative tasks, how does mastering project and event management shift the administrative professional's role from supportive to strategic within an organization?

What unique qualities does this course offer compared to other courses?

This course is uniquely distinguished by its integrated approach, specifically tailored to the context of the administrative professional. Unlike generic project management or event planning courses, this program recognizes the distinct challenges and opportunities within the administrative role. It directly addresses how to apply formal project and event methodologies to the specific types of tasks managed by assistants and office managers, from office relocations and system upgrades to executive off-sites and corporate conferences. The curriculum focuses on practical, scalable techniques that can be applied immediately, without the need for complex software or a dedicated project team. Furthermore, it emphasizes the development of "soft skills" critical for administrative success, such as influencing without authority, negotiating with vendors, and managing executive expectations. By blending these two critical disciplines project management and event planning into a single, cohesive framework, the course empowers participants to elevate their contribution, demonstrating tangible value and transitioning from a support function to a strategic business partner.