An effective coordinator

• attributes

- Friendly
- Experience invaluable
- Coordinator
- Pride in Compliance and quality communication
- Time – response to messages
- Knowledge protocol and regulations
- Commitment
An effective coordinator

- Thinks ahead starts early share vision for the future
- Develops service plans with valued outcomes
- Avoids conflict
- Gets things done
An effective coordinator

• Anticipates needs and help smooth transition
• Face to face meetings reporting effective advocate assertiveness
• Qualifications – associate degree or higher, previous experience in related field
An effective coordinator

• Learn from mistakes.
• Change and adjust based on the need and demand of the project and the employer's needs.
• Not "one size fits all," so learn to customize your approach based on your project needs
An effective coordinator

- Solicit and respond to feedback.
- This is critical for your personal improvement.
- Ask for the feedback from trusted colleagues and friends.
- Focus on areas where you can improve.
An effective coordinator

- Keep your eyes and ears open.
- It is crucial for a PM to be a constant learner.
- Read project management magazines, online articles, and attend seminars.
- Basically, peruse anything and everything which connects you to outer world of PM.
An effective coordinator

- Spend time with your PM peers.
- It is important to stay in touch with your peers, learn from their experience, and experience their point of view.
- Talking to them will help you to improve and learn.
- As everybody has their own take on how to handle issues and project progress,
An effective coordinator

• Update your education and certifications.
• Keep yourself current in new certifications and other education programs which can help your professional growth.
QUESTIONS