

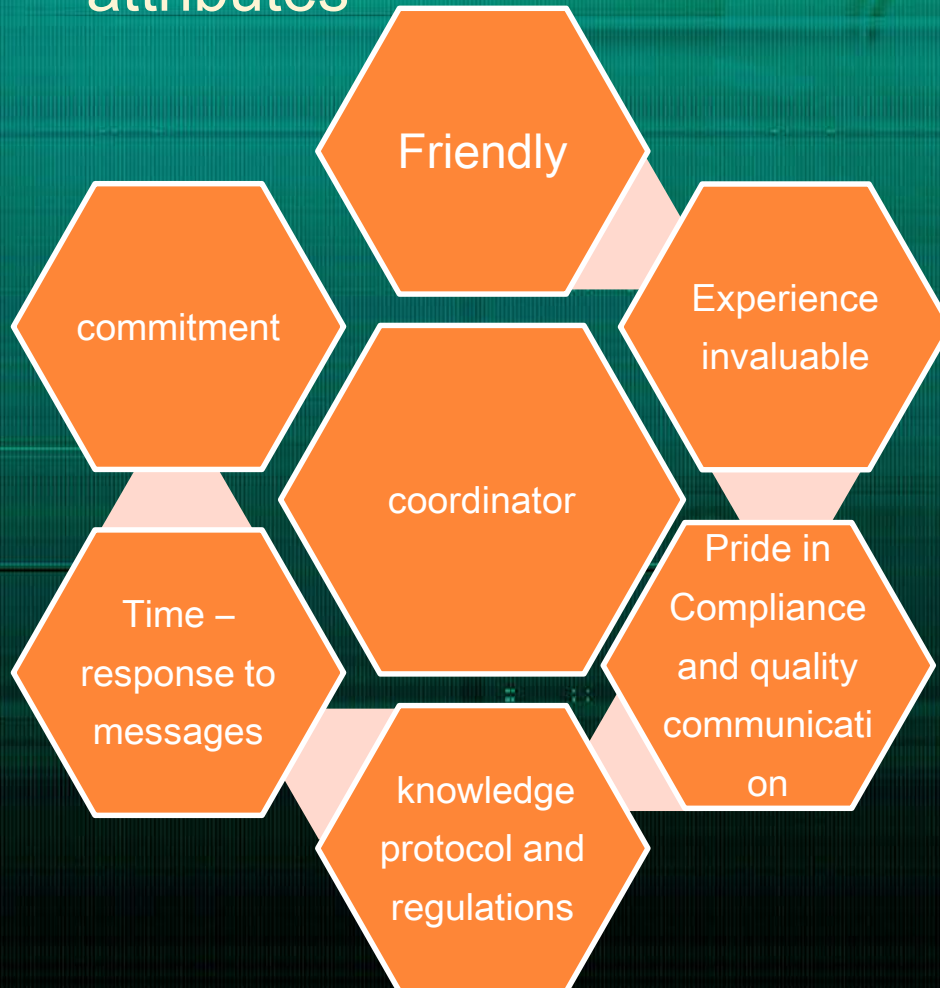
How to be an effective Study Coordinator



Veronica Francis
University of Cape Town

An effective coordinator

- attributes



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.



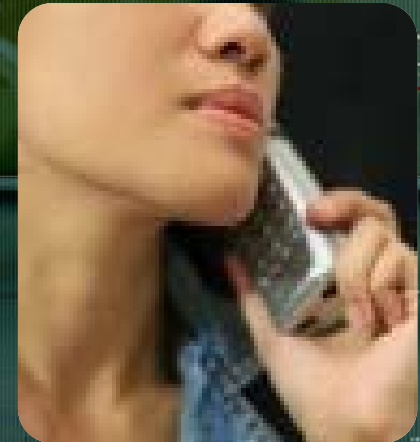
An effective coordinator

- **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.
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TRANSITIONAL PAGE





QUESTIONS

