

# CECA Southern Construction Management Development Programme 2020

## Introduction

This programme is designed for middle to senior operational and functional managers working in civil engineering or building. The six workshops aim to provide managers with the tools and techniques to effectively manage their job role and to contribute to personal and business improvement.

ICE, CIOB and Edexcel vocational qualification awards at NVQ Levels 6 and 7 accredit the programme. Each training session provides time to assist managers' build their portfolio of evidence. This is complemented by two site visits from a qualified and experienced assessor.

## Course Programme

Training Session	Date	Topics A.M.	Topics P.M.
<b>Day 1</b>	19 <sup>th</sup> March 2020 <b>Induction to the programme</b>	<ul style="list-style-type: none"> <li>• Programme introduction</li> <li>• Enrolment</li> <li>• QCF NVQ induction</li> </ul>	<ul style="list-style-type: none"> <li>• Learning for managers</li> <li>• The role of a manager</li> </ul>
<b>Day 2</b>	21 <sup>st</sup> May 2020 <b>Leadership and personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Introduction to leadership</li> <li>• Leadership style</li> <li>• Effective leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Personal effectiveness</li> <li>• Time management</li> <li>• NVQ portfolio review</li> </ul>
<b>Day 3</b>	2 <sup>nd</sup> July 2020 <b>Building better teams</b>	<ul style="list-style-type: none"> <li>• Managing and developing teams</li> <li>• Teams in construction</li> </ul>	<ul style="list-style-type: none"> <li>• Supply chain management</li> <li>• NVQ portfolio review</li> </ul>
<b>Day 4</b>	10 <sup>th</sup> September 2020 <b>Developing individuals and Effective business communication skills</b>	<ul style="list-style-type: none"> <li>• Developing individuals</li> <li>• Verbal and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Written skills</li> <li>• Meeting skills</li> <li>• NVQ portfolio review</li> </ul>
<b>Day 5</b>	22 <sup>nd</sup> October 2020 <b>Planning and controlling resources</b>	<ul style="list-style-type: none"> <li>• Planning and control</li> <li>• Programming techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Project control systems and processes</li> <li>• NVQ portfolio review</li> </ul>
<b>Day 6</b>	3 <sup>rd</sup> December 2020 <b>Improving project delivery and Managing change</b>	<ul style="list-style-type: none"> <li>• Improving project delivery performance</li> <li>• Managing and coping with change</li> </ul>	<ul style="list-style-type: none"> <li>• Action planning</li> <li>• NVQ portfolio review and handover</li> </ul>