

**Civil Engineering Contractors Association (Southern) Ltd**

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[**info@cecasouth.co.uk**](mailto:info@cecasouth.co.uk) **• www.ceca.co.uk**

**A series of six development workshops with the opportunity to attain a Level 6 or 7 vocational qualification in construction.**

**This programme** is designed for middle to senior operational and functional managers working in civil engineering or building and will be delivered by the renowned trainer, Bob Bilbrough. The six workshops aim to provide each manager 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.

**Workshop Schedule**

**Day 1** – **Thursday 19 March 2020 Day 4** – **Thursday 10 September 2020**

Induction to the programme Effective business communication skills

**Day 2** – **Thursday 21 May 2020 Day 5** – **Thursday 22 October 2020**

Leadership and personal effectiveness Planning and controlling resources

**Day 3** – **Thursday 2 July 2020 Day 6** – **Thursday 3 December 2020**

Building better teams Improving project delivery and Managing change

**Further Information**

**The cost** of the programme is £2,300 + VAT. The cost will also include a Level 6 or 7 Vocational Qualification in Construction and will be complemented by two site visits from a qualified and experienced assessor.

**The venue** will be etc.venues, The Hatton, 51-53 Hatton Garden, London EC1N 8HN – all refreshments will be provided.

**How to apply**

**Apply BY RETURN – complete the form below and email to** [**sharonbrown@cecasouth.co.uk**](mailto:sharonbrown@cecasouth.co.uk)

**Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delegate name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Based in: \_\_\_\_\_\_\_ (Location)**

**Delegate email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delegate tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**An invoice will be issued on receipt of the booking form (we cannot take credit/debit card details)**

Is a Purchase Order No required YES/NO

If Yes, please state P.O. No: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Invoice address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Management Development Programme

**IMMED. 06/10/2011**