

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

**Metro House, Northgate, Chichester, West Sussex PO19 1BE • T:01243 538863 • F: 01243 538790**

[**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 11 February 2021 Day 4** – **Thursday 08 July 2021**

Induction to the programme Effective business communication skills

**Day 2** – **Thursday 25 March 2021 Day 5** – **Thursday 09 September 2021**

Leadership and personal effectiveness Planning and controlling resources

**Day 3** – **Thursday 13 May 2021 Day 6** – **Thursday 28 October 2021**

Building better teams Improving project delivery and Managing change

**Venue:** Virtual via MS Teams

**Cost:** £1,200 + 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.

**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**