

CECA Southern Construction Management Development Programme 2022

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.
Day 1	Tues 1 st March 2022 Induction to the programme Face-to-face session	<ul style="list-style-type: none"> • Programme introduction • QCF NVQ induction • Learning for managers • The role of a manager 	<ul style="list-style-type: none"> • Enrolment • Personal advice and guidance
Day 2	Mon 11 th April 2022 Leadership and personal effectiveness Online session	<ul style="list-style-type: none"> • Introduction to leadership • Leadership style • Effective leaders 	<ul style="list-style-type: none"> • Personal effectiveness • Time management • NVQ portfolio review
Day 3	Tues 24 th May 2022 Building better teams Online session	<ul style="list-style-type: none"> • Managing and developing teams • Teams in construction 	<ul style="list-style-type: none"> • Supply chain management • NVQ portfolio review
Day 4	Tues 5 th July 2022 Developing individuals and Effective business communication skills Online session	<ul style="list-style-type: none"> • Developing individuals • Verbal and presentation skills 	<ul style="list-style-type: none"> • Written skills • Meeting skills • NVQ portfolio review
Day 5	Fri 9 th September 2022 Planning and controlling resources Online session	<ul style="list-style-type: none"> • Planning and control • Programming techniques 	<ul style="list-style-type: none"> • Project control systems and processes • NVQ portfolio review
Day 6	Tues 25 th October 2022 Improving project delivery and Managing change Face-to-face session	<ul style="list-style-type: none"> • Improving project delivery performance • Managing and coping with change 	<ul style="list-style-type: none"> • Action planning • NVQ portfolio review and handover