

**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**

**Session 1** – **Thursday 09 March 2023 Session 4** – **Thursday 06 July 2023**

Induction to the programme Effective business communication skills

**Session 2** – **Thursday 20 April 2023 Session 5** – **Thursday 07 September 2023**

Leadership and personal effectiveness Planning and controlling resources

**Session 3** – **Thursday 25 May 2023 Session 6** – **Thursday 19 October 2023**

Building better teams Improving project delivery and Managing change

**Venue:** Sessions 1 & 6 will be held Face to face

Sessions 2, 3, 4 & 5 will be held virtually via MS Teams

**Cost:** £1,500 + 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.

**Cancellation within 15 working days of the course start will be charged. (Substitutions are permitted).**

**How to apply**

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