

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

**Metro House, Northgate, Chichester, West Sussex PO19 1BE • M: 07355 091 233**

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

**A series of six management 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.

The National Open College Network (NOCN) 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 site visits from qualified and experienced assessor- Geoff Hart.

**Workshop Schedule**

**Session 1** – **Thursday 29 February 2024 Session 4** – **Thursday 04 July 2024**

Induction to the programme Effective business communication skills

**Session 2** – **Thursday 25 April 2024 Session 5** – **Thursday 12 September 2024**

Leadership and personal effectiveness Planning and controlling resources.

**Session 3** – **Thursday 23 May 2024 Session 6** – **Thursday 24 October 2024**

Building better teams Improving project delivery and Managing change

**Venue:** Session 1 will be held Face to face

Sessions 2, 3, 4, 5 & 6 will be held virtually via MS Teams

**Cost:** £2,700 + VAT

The cost will also include a Level 6 or 7 Vocational Qualification in Construction and will be

complemented by 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:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Management Development Programme

**IMMED. 06/10/2011**