

CECA SOUTHERN MANAGEMENT COURSE

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

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

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**COMMUNICATING EFFECTIVELY WITH CLIENTS**

**A half-day course for construction team members to develop their knowledge and skills in communicating effectively with clients**

**Aim and Target Audience**

The aim of the course is to provide delegates with an understanding of the principles and practice of communicating positively and effectively with clients. This includes understanding our clients and how to communicate bad news in a positive manner.

The course is delivered by Robert Bilbrough Associates.

**Date:** Tuesday 05 March 2024

Start 09:00 - Finish 12:30

**Venue:** Virtual via MS Teams

**Cost:** The cost of this programme is **£130.00 + VAT** per delegate

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

Places are limited to 1 per member company and will be dealt with on a first-come first-served basis. Any additional names will go on the reserve list.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delegate Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**PO Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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**IMMED. 06/10/2011**