



Arabian Institute For Training

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# Successful Construction Project Administration

## INTRODUCTION

- In this ever-changing world, construction projects face more and more challenges. Being skilled as a site manager is a great step up towards an exciting career. Thus, with profound knowledge and practising facilities, are delighted to offer this Successful Construction Project Administration training course.
- With the latest methodologies around projects and relevant up-to-date materials, this training course is sure to provide you with a proper view of construction site management. Match that with excellent tuition from one of our most experienced facilitators, you will receive an excellent insight into how to gain the skills of a construction administrator or site manager in a well-appointed way. This training course is perfect for you to achieve the requisite skills to help build a great career within project management and the construction industry.

This training course will highlight:

- Understanding the key elements of construction
- Importance of good project management
- Job-site management & working with diverse people
- Construction leadership behaviours
- Regulatory health & safety within construction

## OBJECTIVES

At the end of this training course, you will learn to:

- Provide services related to construction management with complete knowledge and confidence
- Explain construction management related terms confidently
- Grow an efficient peer community and serve your locality
- Enhance your portfolio, using evidence to demonstrate proof of your efficiency
- Boost up productivity, using learned skills and credentials to be more competent in your vocation

## TRAINING METHODOLOGY

- This training course will utilise a variety of proven learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The training course is highly interactive and is designed with briefings and a central project scenario as the driver for all course learning. Professionals attending this course will complete several elements of project work through assigned roles. There will be open discussion and real-world examples delivered via competency-led activities.
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## **ORGANISATIONAL IMPACT**

- Any organisation who delivers capital projects knows the challenges of delivering construction-based projects while satisfying their many stakeholders.

This training course will provide the following benefits to the organisation:

- Clarity of construction requirements in general
- Knowledge of health & safety considerations
- Understanding of material-specific requirements
- Determination of best equipment and how to purchase?

## **PERSONAL IMPACT**

- Any construction professional who works on site, delivering projects recognises the particular challenges of delivering successful projects to the satisfaction of their many stakeholders.

This training course will provide the following benefits to individuals in relation to their roles and career growth:

- Knowledge and greater understanding of construction administration requirements
- A deeper understanding of health & safety considerations
- Construction-led ownership and validation of material-specific requirements
- Deliver confident leadership to project teams and contractors working on site

## **WHO SHOULD ATTEND?**

- Anyone involved in, or interested in, projects within the construction industry, regardless of size or complexity.

This training course will greatly benefit:

- Construction leads that wish to step up
- Construction site managers
- Construction foremen
- Construction-related staff who aspire to gain an in-depth knowledge

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## Course Outline

### Construction Administration & Resourcing in a Nutshell

- Introduction to construction administration
- Requirements for becoming a successful construction administrator
- The essential skills for a construction administrator
- Business etiquette and corporate culture
- Human resources management
- Health and safety in construction management
- Important rules and regulations for the construction industry
- Legal aspects of contracting

### Introduction to Construction Management & Success

- Market size and its importance
- Features of the construction industry
- Productivity and labour quality
- Role of the construction supervisor
- Project management
- Programme and portfolio management
- Ethical project leadership
- Project complexity
- Project management maturity models

### Project Life Cycle and Cost Management

- Project phases
- Construction stages
- Project life cycle
- Integrating construction
- Construction cost estimate
- Cost estimate to project control
- Economic analysis of project cost
- Cash flow calculation

### Site Management

- Site boundaries
  - Access roads
  - Provision of services
  - Accommodation for staff
  - Disposal of waste
  - Site logistics
  - Hoardings
  - Site security
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## Planning and Management of Equipment & Construction Materials

- Equipment productivity
- Selecting and matching construction equipment
- Plant and corrective maintenance
- Management of construction materials
- Stores and inventory control
- Quality specification
- Material handling and equipment
- Material management in construction



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