



CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION



FACT SHEET

EFFECTIVE COMMUNICATIONS IN CONSTRUCTION

Course Description:

A 2-day seminar / workshop that includes the processes (plan communications, execute communications, control communications) required to ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, monitoring, control and the ultimate disposition of project information. It provides the critical links among people, ideas, and information that are necessary for success. Everyone involved in the project must be prepared to send and receive communications in the project “language” and must understand how the communications they are involved in as individuals affect the project as a whole.

Course Objectives:

At the end of the seminar, the participants shall be able to:

- develop an appropriate approach and plan for project communications based on stakeholder's information needs & requirements, and available organizational assets
- create, collect, distribute, store, retrieve and ultimately dispose project information in accordance with the communications management plan
- monitor and control communications throughout the entire project life cycle to ensure the information needs of the project stakeholders are met

Target Participants:

- Construction supervisors & higher positions
- Engineers / Architects
- Engineering / Architecture graduates