



A day in the life of a contracts manager

Location

Onsite / your office

Duration

1 day

Price

TBA on proposal

No. delegates

Max 20

Please note certificates of attendance or accreditation will be issued on receipt of payment & attendance.

Who should attend?

Aimed at directors, senior contracts and project managers

Overview

This course will improve customer satisfaction and ensure a more effective and efficient delivery throughout the project stages. This training will enhance the knowledge and capability of your teams / staff in:

- What makes an excellent contracts manager?
 - Technical skills
 - Soft skills and attributes – communication / dialogue skills
 - Skills gap analysis
- Roles and responsibilities
 - Within a construction management structure
 - Design and pre-construction – client and design teams
 - Construction – site management / planning / surveyors / QHSE
 - Post construction
 - Customer management
- Communications/reporting/project controls
- Contract law
- Risk management
- Value management
- Value engineering
- Collaborative planning
- Supply chain management
- Considerate Constructors Scheme
- Innovation and value added
 - Sustainable construction
 - Community / society
 - BIM

For further details please contact **Anneka Thomson** on **03450 570 042**
or anneka.thomson@builders.org.uk

TERMS & CONDITIONS - All places are allocated on a first come first served basis. Completion and return of a booking form will hold a provisional booking for seven days. Bookings will only be confirmed on receipt of full payment. Payment must be received 14 days prior to event date. On receipt of payment; confirmation of booking together with course information and VAT receipts will be issued by the course administrator. NFB Training reserves the right to alter trainers, timing and venue of the course for reasons beyond their control. NFB Training are constantly updating and improving course content and reserves the right to alter any of the course's content without prior notice.

CANCELLATIONS - Refunds (less an administrative fee of 30%) will be made for cancellations received in writing more than 10 working days prior to the event. No refund is available for cancellations made within the 10 working days prior to the event. Delegates may be substituted in order to avoid cancellation at any time prior to the event. There will be no charge if a substitute person wishes to replace the original delegate. Please inform the course administrator of any change to the original booking. The NFB shall make every effort to avoid the cancellation or rescheduling of an event. However we reserve the right to cancel an event at any time and, should the need arise, the NFB shall endeavour to provide attendees notice in good time and refund or reallocate any payments made in respect of the event. The NFB cannot accept liability for expenses or any other losses relating to costs or time to the delegate or their company