

COURSE OVERVIEW PM0260
Mastering Site Access & Preparation: A Comprehensive Guide for Construction Management

Course Title

Mastering Site Access & Preparation: A Comprehensive Guide for Construction Management

Course Date/Venue

Session 1: April 14-18, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
 Session 2: September 21-25, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE



Course Reference

PM0260



Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.



Construction site and project management requires a wide variety of skills including people skills that includes effective leadership, accident prevention, and clear communication; technical skills comprising of planning, scheduling, cost control, and productivity improvements; and management skills covering project management, contract and document comprehension, and complex problem-solving. It plays a major role in effectively planning, completing and handling over the projects on time and budget.



This course is designed to provide participants with a detailed and up-to-date knowledge and skills of construction site and project management. It covers the management in the engineering and construction industry; the development and organization of projects; the applications and requirements of management organizations; introduction to example project; analyzing trades and their roles in construction practices; the preconstruction site investigation, planning, scheduling, estimating and design; the construction estimating projects; the heating and cooling concepts; the requirements for electrical code inspections; the requirements for plumbing code inspections; the survey and the interpretation of components of the construction process.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on construction management maintenance and execution
- Identify the nature and mechanics of the main components of construction management and other alternative project delivery methods
- Determine how practical knowledge of design and construction techniques interrelates with the management and business practices in the process of construction delivery
- Use the principles, tools and techniques of modern construction management
- Recognize the management techniques in the engineering and construction industry including its nature, evolution and the types of projects
- Discuss the development and organization of projects including life cycle of a construction project, its management activities and contractual relationships
- Review the applications and requirements needed for management organization
- Carryout preconstruction site investigation, planning, estimating and designing a construction project
- Explain the method of planning and control for construction management and general contracting of projects
- Recognize the principles, tools and techniques involved in project planning & control, project cost estimation & engineering and their practical applications in the industry
- Discuss the principles of construction health, safety and security as related to managing construction projects

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides a comprehensive and up-to-date overview of site supervision and construction management for all construction and project professionals including construction managers, project managers, construction supervisors, engineers and foremen. Further, this course is suitable for contracts, procurement and those who are interested to gain comprehensive knowledge and skills in site supervision and construction management.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos


In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Eric Horne, MBA, PMP, HNDPM, NDOWS, T3 (Mech), is a **Senior Project Manager** with over **35 years** of training and industrial experience. His expertise lies extensively in the areas of **Projects, Contracts, Operations, Procurement, Production, Finance** and **Supply Chain Management**. Further, Mr. Horne is an expert in **Project Management Professional (PMP) Certification, Project Risk Management Concepts, Leadership Management; Communications Management; Interpersonal, Teamwork & Team Management; Adaptability & Learning, Marketing Management; Customer Care Management; Sales & Marketing, Branding, Account Development Strategy & Time Management; Facilitation & Business Presentation Management; Warehouse & Logistics Management; Data & Record Management; Managerial Economics; Marketing Management; Value Engineering; Change Management; Planning, Budgeting & Cost Control;** Strategic Thinking, **Re-Engineering & Risk Management; Production Planning & Control;** and Service Level Agreements (**SLA**). He is also well-versed in Business Law, Labour Law, Strategy Formulation, Resource Allocation, Continuous Improvement and Productivity Improvement. He is currently the **Senior Project Manager** of **APC Solutions** wherein he is responsible for the complete project life cycle including **initiating, planning, executing, monitoring & controlling** and **closing** as well as developing and presenting of various trainings within their organization.

Mr. Horne has worked for many blue chip companies such as **BHP Billiton, Eskom, Telecast Engineering, Adcorp, 3M** and many more wherein he gained technical and broad experience in all facets of well-renowned large companies in various industries. His work started on the shop floor as a Work Study Officer, **Industrial Engineer**, Senior Work Study Officer, **Lecturer, Project Engineer** and rising up to managerial positions like **Project Manager, Contracts Manager, Marketing Manager, National Marketing & Training Manager, Change Manager, Regional Manager** and **Project & Training Manager**.

Mr. Horne has a **Master** degree in **Business Administration**, a **Higher National Diploma** in **Production Management** and a **National Diploma** in **Organisation & Work Study**. Further, he is a **Certified Instructor/Trainer**, a **Certified T3** in **Mechanical Engineering**, a **Certified PMI Risk Management Professional (PMI-RMP)**, a **Certified Project Manager Professional (PMP)**, a **Qualified Assessor** at **SETA** and a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**. He has further delivered numerous trainings, courses, workshops and conferences worldwide.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0900	Management in the Engineering and Construction Industry Construction's Future • The Nature of the Construction Industry • Types of Construction Projects • Evolution of Alternative Approaches to the Management of Construction
0900 - 0930	Development & Organization of Projects The Life Cycle of a Construction Project • Basic Management Activities • Organizational Concepts • Contractual Relationships
0930 - 0945	Break
0945 - 1030	Applications & Requirements of Management Organizations Applications & Limitations • Relationships & Responsibilities • Requirements of the Professional Construction Manager or Program Manager
1030 - 1130	Introduction to an Example Project The Easyway Warehouse Project • Project Life Cycle • The Successful Proposal • The Procedure Outline • Single General Contractor • Design-Construct • Developer • Management, Field Administration & Quality Control
1130 - 1215	Analyzing of Trades & their Roles in Construction Practices Analysis of How Construction Jobs are Organized, Labor Movement Changes & Equipment Applications for Residential & Commercial Construction
1215 - 1230	Break
1230 - 1330	Preconstruction Site Investigation, Planning, Scheduling, Estimating & Design Construction Site Conditions • Area Construction Practice • Preliminary Estimate • Summary Schedules • Work Packages • Value-Engineering Program • Construction Planning
1330 - 1420	Construction Estimating Projects: Estimating Residential Building Projects Materials & Labour Costs • Time Management • Bidding Strategies
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2

0730 - 0830	Knowledge of Heating & Cooling Concepts Terms • Interpretation & Analysis of Charts & Tables • Mechanical Code Inspections • Calculations of Loads & Demand
0830 - 0930	Requirements for Electrical Code Inspections Currents • Wiring • Grounding • Panel Locations • Conductor Sizing • Mounting Devices • Inspection Methods
0930 - 0945	Break
0945 - 1030	Requirements for Plumbing Code Inspections Fittings • Gas Consumption • Below-and-Above Ground Materials • Clearances • Gas Pipe • Water Line • Sewer • Inspection Methods



1030 – 1130	Survey & Interpretation of Components of the Construction Process Management Process • Contracts & Delivered Methods • Estimating • Scheduling • Network Construction • Project Control • Cost & Resource Control
1130 - 1215	Presentation of Model Construction Projects Computer Program Usage • Organized Labor • Total Quality Management • Review of Construction Cases Jobsite Administration • OSHA • Project Bidding • Procurement & Closeout
1215 - 1230	Break
1230 - 1330	Bidding & Award Developing CM Construction Packages • Preparation of Bidding Documents • Contractor Qualification, Bidding & Award • Application of Controls • Bidding & Award to General Contractors
1330 - 1420	Construction Overall Planning & Control for Construction Management • Typical Organizations for Construction Management • Overall Planning & Control for General Contracting • Safety Responsibilities • Contract Administration & Coordination • Quality Control Services • Start-up & Final Closeout • Legal Considerations • Importance of Construction Contracts & Specifications: Legal Nature of Contracts • Subcontracts & their Specifications, Master Format, Documentations, Defaults, Remedies, Negotiations & Arbitration
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3

0730 – 0830	Application of Controls Management-Level Reporting by Construction Manager • Overall Cost Controls by Construction Manager • Schedule & Progress Controls by Construction Manager • Management-Level Reporting by Concrete Contractor • Cost Controls by Concrete Contractor • Schedule & Progress Controls by Concrete Contractor • Management-Level Reporting by General Contractor • Cost Controls by General Contractor • Schedule & Cost Controls by General Contractor
0830 - 0930	Selecting a Professional Construction Manager Basic Qualifications • Typical Selection Methods • Recommended Methods • Compensation & Fees on Cost-Reimbursable Projects • Contractor Selection by Competitive Bidding • Markups for Fixed Price & Guaranteed Maximum Price Projects • Owner Responsibilities • Marketing CM & Negotiated Contracts
0930 - 0945	Break
0945 – 1030	Concepts of Project Planning & Control Designing to Reduce Construction Costs • Project Planning & Control • Computer Applications in Project Planning & Control • Computer Applications in Contracting-Scheduling • Selected Software for Construction Scheduling & Management • Gantt Chart, Critical Path, Resource Allocation, Milestones & Reporting
1030 – 1130	Estimating Project Costs Introduction & Overview • Conceptual & Preliminary Estimates • Detailed Estimates • Definitive Estimates • Estimating & Controlling Construction Labor Costs • Estimating Different Types of Construction • Successive Estimating • Range Estimating • Converting Estimate to Control Budget • Estimation of Multi-Unit Buildings & Small Commercial Projects • Interpretation of General Conditions, Plans & Specifications • Labor Costs • Grade in Overhead & Profit • Application of the Critical-Path Method

1130 - 1215	Materials & Methods of Construction: Applications & Maintenance of Construction Materials Strength • Durability • Degree of Fire Resistance
1215 - 1230	Break
1230 - 1330	Planning & Control of Operations & Resources Alternative Planning & Control Tools • Concepts of Network-Based Schedules • Applying Network-Based Project Control • Documentation for Changes, Claims & Disputes
1330 - 1420	Cost Engineering Cost Control & Cost Engineering • Work Breakdown Structure • Cost Codes • Control Budgets • Sources of Data for Cost Control • Engineering Economy in Cost Engineering
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4

0730 - 0830	Procurement Concepts of Procurement • The Procurement Cycle • Definitions of Principal Documents • Purchasing & Contracting Practice • Relation to other Control Systems • Control Materials Procurement • Inventory Theory
0830 - 0930	Value Engineering Potential Savings • Value-Engineering Job Plan • U.S. Government Value-Engineering Job Plans • Life-Cycle Costing • Value Engineering in the Private Sector • Practical Private Sector Value-Engineering Programs that Work • Private Sector Developer Programs • Successful Public Sector Value-engineering Programs
0930 - 0945	Break
0945 - 1030	Quality Assurance Basic Concepts & Definitions • Economics of Quality • Organization for Quality Assurance • Methodology • Quality in the Constructed Project
1030 - 1130	Managing Residential Projects, Residential Building Codes for Carpenters & Building Inspections
1130 - 1215	Safety & Health in Construction Motivators for Improved Performance • Problems in Safety & Health • Implementation Guidelines
1215 - 1230	Break
1230 - 1330	Risk Management, Insurance & Bonding Risk Management Programs • Construction Insurance • Construction Surety Bonds
1330 - 1420	Claims, Liability & Dispute Resolution Contract Type & Content • Contract Document Preparation • Contract Changes • Major Claim Categories • Alternate Dispute Resolution
1420 - 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

Day 5

0730 – 0830	Current State of the Art of Professional Construction Management <i>Two Decades of Construction Management • Guidelines for Successful Professional Construction Management</i>
0830 – 0930	Risk Management <i>Risk Management Definition & Process • Application of Risk Management • Causes of Project Failure • Risk Management in Construction</i>
0930 - 0945	<i>Break</i>
0945 – 1030	Life Cycles & Milestones <i>Life Cycle Definition & Costing • Use of Milestones in Construction</i>
1030 – 1130	HR in Projects <i>Elements of People Management • Organising: Cases in HR, Workshop</i>
1130 - 1215	Scope Control Management <i>Importance of Scope Control • Methods in Managing Scope Control • Scope Control Cases –Workshop • Scope Control in Construction</i>
1215 - 1230	<i>Break</i>
1230 - 1345	Project Acceleration Techniques <i>Reasons for Acceleration • Considerations before Acceleration • Methods for Acceleration</i>
1345 - 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS Project” and “Risky Project Software”.





Mindview Software

Course Coordinator

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