



*Training Course:  
Project Management Skills Essentials for  
Contractors*

*7 - 11 June 2027  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Project Management Skills Essentials for Contractors

Training Course code: PC9423 From: 7 - 11 June 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

This course equips new and aspiring project managers with the essential tools and techniques to successfully deliver small to medium-sized construction projects. Participants will work through the entire project lifecycle—from initial proposal, planning, and execution to completion and close-out—gaining practical skills to implement structured project management processes. The program is **Gold Seal accredited** by the Canadian Construction Association.

### Course Objectives

By the end of this program, participants will be able to:

- Apply modern project management terminology and processes.
- Understand key clauses of **CCDC2 contracts** and their implications.
- Identify project management responsibilities from start to close.
- Develop a complete project plan for a small construction project.
- Learn from practical experiences and PM “lessons learned.”
- Appreciate the value of a consistent project management methodology.

### Target Audience

- Construction contractors and employees of contracting organizations
- Individuals responsible for managing small to medium construction projects
- Project team members with limited prior exposure to project management
- Aspiring project managers seeking practical PM skills

### Course Outline - 5 Days

#### Day 1 - Introduction to Project Management

- Definition of modern project management
- PM certifications overview
- Skills required in project management
- Basic project concepts: what is a project, success factors, causes of project failure

#### Day 2 - Project Life Cycle & Planning

- Owner’s and contractor’s project life cycle

- Project milestones and fast-tracking
- Introduction to project workshop scenario
- Responding to a bid
- Construction planning and scope definition
- **Workshop:** Define project scope

#### Day 3 - Work Breakdown Structure & Risk Management

- WBS definition and approach
- Elements of an effective WBS
- **Workshop:** Develop project WBS
- Identifying subcontracts and evaluating project budget
- Risk management process and techniques
- **Workshop:** Identify and analyze project risks
- Assigning risk response and budget contingencies

#### Day 4 - Contracts & Project Organization

- Contract types and **CCDC2**
- Liquidated damages and subcontracts
- Organizing the project team: Owner's matrix vs. contractor's projectized structure
- Assigning responsibilities and single point of contact
- **Workshop:** Structuring the project team
- Project plan elements: change management, administration, daily log, and safety planning

#### Day 5 - Scheduling, Implementation & Close-Out

- Project scheduling: logic diagram, critical path, dependencies, Gantt chart
- **Workshop:** Yellow sticky exercise and resource histogram
- Setting schedule performance baselines
- Project implementation: status updates, performance reporting, change control
- Introduction to earned value management **EVM**
- Commissioning, start-up, substantial/total completion
- Lessons learned, file archiving, and modern PM integration
- **Quiz and wrap-up**

## Registration form on the Training Course: Project Management Skills Essentials for Contractors

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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info@gh4t.com  
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