

CONSTRUCTION SITE MANAGEMENT & PROJECT ADMINISTRATION

"Mastering On-Site Leadership and Efficient Project Delivery"

Schedule

Date	Venue	Fees (Face-to-Face)
13 - 17 Jul 2026	London, UK	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

This practical course is designed to provide project managers, site supervisors, and construction professionals with the essential skills and knowledge to manage construction projects efficiently. It covers site operations, project administration, contract management, safety, quality, and stakeholder communication to ensure projects are completed on time, within budget, and to the required standards.

Objectives

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

- Understand the key roles and responsibilities in construction site management
- Apply best practices in project administration and documentation
- Manage resources, schedules, and budgets effectively
- Implement safety and quality control systems on site
- Communicate and coordinate with project stakeholders

Why Attend

- Learn proven methods for managing construction site operations
- Enhance your ability to deliver projects efficiently and safely
- Improve contract administration and compliance
- Gain confidence in leading site teams and subcontractors
- Strengthen your stakeholder engagement and reporting skills

Target Audience

This program is designed for:

- Construction project managers and site managers
- Project engineers and supervisors
- Contract administrators and project coordinators
- Quantity surveyors and cost controllers
- Professionals involved in construction planning and control

Individual Benefits

Key competencies that will be developed include:

- Project planning and control techniques
- Risk identification and mitigation on construction sites
- Leadership and team management skills
- Effective documentation and reporting practices
- Safety, quality, and environmental compliance

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved site performance and reduced delays
- Enhanced contract compliance and risk management
- Stronger leadership and decision-making at the site level
- Better communication and coordination across project teams
- Consistent delivery of high-quality, safe construction projects

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Instructor-led sessions and expert insights
- Case studies from construction projects
- Group exercises and role-playing scenarios
- Hands-on tools and templates for project administration
- Interactive workshops and peer learning

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Site Management

- Module 1: Introduction to Construction Site Management
 - Roles, responsibilities, and key challenges
 - Site setup and organization
- Module 2: Project Planning and Scheduling
 - Developing work breakdown structures (WBS)
 - Setting realistic timelines and milestones
- Module 3: Resource and Workforce Management
 - Allocating labor, materials, and equipment
 - Managing subcontractors and suppliers

Day 2: Contract and Project Administration

- Module 4: Contract Management Essentials
 - Understanding contract terms and obligations
 - Change orders and claims management
- Module 5: Project Documentation and Reporting
 - Essential site records and project logs
 - Progress reporting and communication
- Module 6: Financial Management on Site
 - Budget control and cost tracking
 - Managing payments and cash flow

Day 3: Safety, Quality, and Risk Management

- Module 7: Safety Management Systems
 - Developing and enforcing safety plans
 - Risk assessments and safety audits
- Module 8: Quality Control and Assurance
 - Setting and maintaining quality standards
 - Inspections, testing, and defect management
- Module 9: Environmental and Regulatory Compliance
 - Managing environmental risks on site
 - Navigating local regulatory requirements

Day 4: Leadership and Team Management

- Module 10: Leadership Skills for Site Managers
 - Building and motivating effective teams
 - Conflict resolution and problem-solving
- Module 11: Stakeholder Communication
 - Coordinating with clients, consultants, and authorities
 - Managing community relations and expectations
- Module 12: Workshop – Managing Site Challenges
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Case study analysis and group discussion

- Best practice sharing among participants

Day 5: Project Completion and Handover

- Module 13: Project Closeout and Handover
- Final inspections and punch lists
- Documentation for handover
- Module 14: Lessons Learned and Post-Project Review
- Conducting post-project evaluations
- Capturing lessons for future improvement
- Module 15: Final Workshop - Action Planning
- Developing site-specific improvement plans
- Group presentations and feedback
- Closing session and certification ceremony

Certification

Participants will receive a Certificate of Completion in Construction Site Management & Project Administration, validating their capability to manage construction projects effectively.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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