

Why Attend

- Learn how to manage conflict and expectations with contractors and consultants
- Master the communication flow for technical approvals and RFIs
- Ensure smooth project delivery with fewer delays and misunderstandings
- Enhance your leadership, negotiation, and decision-making skills

Target Audience

- Site Engineers & Project Engineers
- Construction Managers & Consultants
- Design Engineers involved in site work
- Engineers transitioning into leadership roles

Individual Benefits

- Gain hands-on strategies for contractor coordination
- Build authority and clarity in your professional role
- Understand real-world documentation and approvals
- Handle variation orders, delays, and change management

Organizational Benefits

- Reduced project risks through better engineer-contractor coordination
- Enhanced communication across project teams
- Stronger compliance with contractual and technical standards
- Efficient project workflows and issue resolution

Instructional Methodology

- Instructor-led interactive sessions
- Role-playing contractor/consultant scenarios
- Real project case studies and communication audits
- Forms, templates, and RFI/submittal samples
- Group activities and feedback discussions

Course Outline

DETAILED 5-DAY COURSE OUTLINE (Customizable) Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Construction Roles & Responsibilities

- Module 1: Engineer's role in the project lifecycle
- Module 2: Scope of work – consultant vs. contractor
- Module 3: Legal and contractual overview

Day 2: Communication and Documentation

- Module 4: Communication protocols and hierarchy
- Module 5: Writing clear RFIs and responses
- Module 6: Document control and approval cycles

Day 3: Managing Quality and Progress

- Module 7: Supervision and quality assurance responsibilities
- Module 8: Handling delays, site instructions, and NCRs
- Module 9: Safety and compliance during site execution

Day 4: Conflict Resolution and Negotiation

- Module 10: Common sources of conflict and their mitigation
- Module 11: Dispute resolution between contractors and consultants
- Module 12: Change orders and variation claims

Day 5: Case Workshop and Reporting

- Module 13: Role-play scenarios (site issues, approval delays, VO disputes)
- Module 14: Drafting meeting minutes, progress reports, and technical letters
- Module 15: Final review, action plan & certificate distribution

Certification

Certificate of Completion will be awarded to participants who complete the full training.
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Interested in running this course for your team?

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