



Grand Valley Construction Association Education

25 Sheldon Drive, Cambridge ON, N1R 6R8
P: 519-622-4822 x20 F: 519-621-3289 E: admin@gvca.org

Construction Business Communications

This course is intended to bring the student up to the industry standard for effective communication within the construction community. The student will learn the effective use of phrases and using the right words for construction managers and supervisors. You will learn how to gain and maintain control in meeting situations and presentations as well as how to write emails, memos, letters, reports and faxes. Course assignments will consist of sample construction documents and how to accurately fill out instructions, site directives, good news messages, bad news messages, reports, proposals and applications. This is a 30-hour course and it will consist of in-class work and homework assignments.

This course is essential in achieving the professional skills required by any person wishing to advance to higher levels of management within the construction community. This course is a must for **Project Managers and Superintendents**.

Presented by: Grand Valley Construction Association

Instructor: Mr. Philip Robilotto, The Halton Construction Institute

When: Six Wednesday Evenings starting March 24 through April 28, 2010 from 6:30 - 9:30pm

Where: GVCA, 25 Sheldon Drive, Cambridge

Cost: \$400.00 per person +GST. Non member price \$700.00 per person +GST.

All course material is included with the price

Gold Seal: Earn five Gold Seal Credits

[Space is limited, please register early](#)

Registration Form

GVCA

25 Sheldon Drive
Cambridge, ON
N1R 6R8
Email: admin@gvca.org
Phone: 519-622-4822
Fax: 519-621-3289
Web: www.gvca.org

**NO CANCELLATION/
REFUND AFTER:
March 10, 2010**

Company Name

Contact Name

_____ Phone _____ Fax

Contact Email

Attendee(s) Attendee(s)

METHOD OF PAYMENT

- Cheque
- Credit Card
- GVCA Account



Member Price: \$400.00
Non-Member Price: \$700.00

_____ Att _____ @ \$ _____ each _____

5% GST (R107447609) _____

Total Due _____

Cardholder

Credit Card # _____ Exp Date _____
3 digit security number from back of card _ _ _

The cardholder agrees to pay the issuer of the charge card the amount in accordance with the cardholder's agreement.

Signature