



EDUCATION COURSES
Construction Business Communications

This program 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. 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 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 is a 30-hour course. It will consist of in class work, and homework assignments.

This course is a must for **Project Managers and Superintendents**.

Presented by: The Halton Construction Institute

Instructor, Mr. Philip Robilotto.

When: Starting Wednesday March 21st to April 25th 2007. (6 weeks) 7:00pm – 9:30pm

Where: GVCA, 25 Sheldon Drive, Cambridge

Cost: \$400.00 per person +GST. Non member price \$500.00 per person +GST.

All course material is included with the price

Gold Seal: Earn five Gold Seal Credits

Space is limited, so please register early

Registration Form

Company Name: _____ **Contact:** _____

Phone #: _____ **Fax/ Email:** _____

Names of People Attending:

PAYMENT BY  *OR*  *OR* Cheque Enclosed

Card Number _____ Expiry Date ____/____

Cardholder Name _____

Authorized Signature _____

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

Course Attending:

- Member \$400.00
- Non Member \$500.00

Attending: _____

X \$ _____

X 6% GST
GST#R107447609

Total Enclosed: \$ _____

