



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: Grand Valley Construction Association

Instructor: Mr. Philip Robilotto, The Halton Construction Institute

Where: GVCA, 25 Sheldon Drive, Cambridge

Cost: \$400.00 per person +GST. Non member price \$600.00 per person +GST.

*All course material is included with the price

Gold Seal: Earn five Gold Seal Credits

When: April 9th to May 14th 7:00pm – 9:30pm

Space is limited, please register early

Registration Form

GVCA

25 Sheldon Drive
Cambridge, ON
N1R 6R8

Phone: 519-622-4822
Fax: 519-621-3289
Web: www.gvca.org

Company Name _____

Contact Name _____

Phone _____

Fax _____

Attendee(s) _____

Attendee(s) _____

METHOD OF PAYMENT

- Cheque
- Credit Card
- GVCA Account

We accept



&

Attending _____ @ \$ _____ each _____

5% GST (R107447609) _____

Cardholder _____

Total Due _____

Credit Card # _____

Exp Date _____

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

Signature _____

GVCA