



AM PROJECT PARTNERS

COURSE CATALOGUE

INSPIRING CIVIL CONSTRUCTION
PROFESSIONALS TO CHALLENGE
EXISTING INDUSTRY BEST PRACTICES

PROFESSIONAL DEVELOPMENT FOR ENGINEERS AND PROJECT MANAGERS

Matt Hollstein - Founder

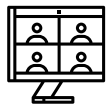


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Self-Paced Online Courses

Get access to our online training platform for your staff. We coordinate enrolments, track progress, send reminders and provide support to learners as they complete their training.



Live Webinar Classes

To increase commitment, accountability and completion rates, scheduled live webinars are a convenient and effective training method. We organise all sessions and take the training admin burden away from you.



Face-to-Face Delivery

The ultimate training method if your staff are based geographically close. Face-to-face delivery is a great opportunity to combine a training day with a conference or team-building activity.

TAILORED TRAINING SOLUTIONS

We strive to inspire infrastructure construction professionals to challenge the industry's best practices.

Our diverse experience in project delivery and consultancy allows us to develop the most relevant professional development content that allows individuals and teams to thrive and achieve extraordinary project outcomes.

We partner with civil construction businesses and provide industry-leading training programs, tailored for engineers, project managers, supervisors and related roles.

Turn over the page to view our Course Catalogue.

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INDUSTRY LEADING COURSE CONTENT



EXCERPTS FROM OUR COURSE CATALOG



Contract Administration

- Introduction to Contract Law
- Construction Contract Administration
- Variation Management Fundamentals
- Advanced Variation Management
- Extension of Time Claim Management



Project Management

- Civil Project Management Fundamentals
- Project Cost Forecast to Complete
- End of Month Reporting Process
- Getting started with MS Project
- Construction Site Management
- Manage Time on Construction Projects
- Manager Scope on Construction Projects
- Manage Cost on Construction Projects
- Manage Risk on Construction Projects
- Manage Quality on Construction Projects
- Manage Project Information and Data
- Manage Project Integration
- Manage Project Stakeholders
- Manage Human Resources



Site Supervisor Training

- Leading Hand Program - From Teammate to Team Leader
- Site Risk Management and WHS Policy Implementation
- Implement Traffic Management Plans
- Supervise Civil Works and Subcontractors
- Supervise the Installation of Underground Services
- Apply the Quality Management System
- Implement Environmental Plans
- Implement Continuous Improvement



Soft Skills and Leadership

- Time Management - Save an Hour every Day
- Communicate with Influence
- People Management for Managers
- Develop critical thinking in Others
- Leadership can be taught
- Project Leadership Development
- Conflict Resolution for Managers

Missing a Course? Let us develop it for you fully customised to your Business or Project.



GETTING STARTED WITH MS PROJECT

OVERVIEW

This online course focuses on the skills and knowledge required to take over an existing tender stage project schedule, setting a baseline and converting it into a construction program schedule along with formatting, basic functionality, and ongoing revisions. Editing an existing project file is the most common skill set required by engineers and project managers within the civil, marine, and rail construction industry.

Getting started with scheduling software can be overwhelming however, most construction engineers and project managers only update existing MS Project schedule files rather than creating one from scratch. Even if a new schedule is required, starting with an existing file from a previous project is a simple way to get a head start.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- | | |
|-------------|--|
| CHAPTER 1 - | Opening and viewing an MS Project File and basic controls |
| CHAPTER 2 - | Saving the project under a new name, setting a baseline and updating project information |
| CHAPTER 3 - | Basic formatting and printing |
| CHAPTER 4 - | Basic scheduling, predecessors, successors and other dependencies |
| CHAPTER 5 - | Critical path |
| CHAPTER 6 - | Status updates (revisions) |
| CHAPTER 7 - | Useful filters e.g. Look aheads, completion status |

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OVERVIEW

Whether it is the overall contract with the project principal, main contractor, supply agreements, subcontracts, hire agreements, or purchase orders, it is essential to understand the basics of applicable law as well as your contractual rights and obligations.

This course simplifies the legal language by using plain English with a focus on how it applies to the day-to-day dealings of engineers and project managers on construction projects. At the end of this program, you will understand the applicable law, types, and elements of contracts and how they are formed, along with real-life examples of when things did go to plan. You will establish a knowledge base that is the ideal prerequisite for your construction contract administration programs.

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INTRODUCTION TO CONTRACT LAW

COURSE CHAPTERS

- CHAPTER 1 - What is An Enforceable Contract and How is it Formed?
- CHAPTER 2 - Applicable Law
- CHAPTER 3 - How a Contract is Discharged
- CHAPTER 4 - Common Mistakes that Cause Legal Exposure
- CHAPTER 5 - Workshop with Real-life Scenario

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CONSTRUCTION CONTRACT ADMINISTRATION

COURSE CHAPTERS

OVERVIEW

We have joined forces with one of the industry's most experienced construction lawyers. We have developed an incredibly useful training program, covering the skills and knowledge required to administer construction contracts, with ease and confidence.

This course will cover the different types of Australian Standard contracts including construct only, design and construct, subcontracts, and other common agreement types.

DELIVERY MODE

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- CHAPTER 1 - Pre-Contract Preparation
- CHAPTER 2 - Design / Construction / Operate / Maintenance Contracts
- CHAPTER 3 - The Superintendent
- CHAPTER 4 - Time Under The Contract
- CHAPTER 5 - Payment
- CHAPTER 6 - Quality
- CHAPTER 7 - Insurance
- CHAPTER 8 - Security
- CHAPTER 10 - Claims
- CHAPTER 11 - Building and Construction Industry Security of Payment Act
- CHAPTER 12 - Construction Contract Dispute Mechanisms

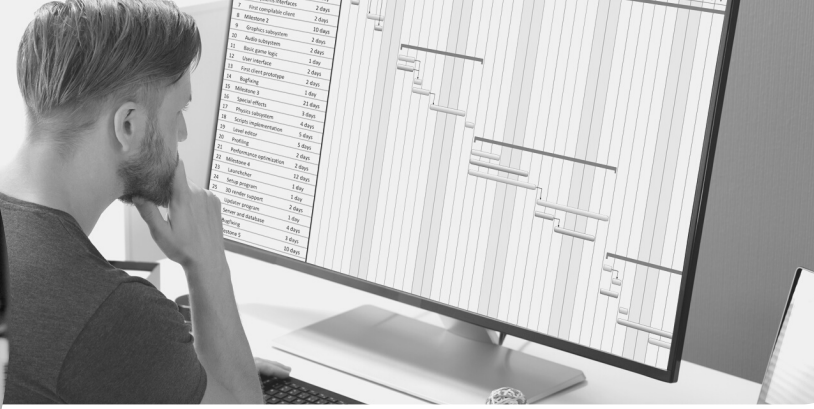
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DELAYS AND EXTENSION OF TIME (EOT) CLAIMS

COURSE CHAPTERS

OVERVIEW

It is vital to recognise, analyse and administer every delay event to ensure it results in an Extension of Time (EOT) to the contractual date of practical completion. The risk of exposure to liquidated damages must be eliminated through the EOT process.

In this course, we will review the relevant contract clauses to understand non-qualifying, qualifying and compensable causes of delay and how to prepare and submit Delay Notices in accordance with the contract terms and conditions and subsequent Extension of Time Claims.

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- CHAPTER 1 - Contract Provisions & Definitions
- CHAPTER 2 - Notice of Delay
- CHAPTER 3 - Qualifying Causes
- CHAPTER 4 - EOT Claim
- CHAPTER 5 - Delay Costs
- CHAPTER 6 - Project Critical Path Assessment
- CHAPTER 7 - Documenting Critical Path Impact
- CHAPTER 8 - The disrupted Project Schedule
- CHAPTER 10 - Strategies for Contractor caused Delays



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CONTRACT VARIATION MANAGEMENT FUNDAMENTALS

COURSE CHAPTERS

OVERVIEW

In this course, we will look into the contractual mechanisms of variations to help you understand how to manage the scope of a project and how to recognise and track scope changes under the contract.

Gain a basic understanding of what constitutes the agreed scope of works under the contract and how to recognise deviations. Learn how to keep proper records, and prepare and submit variation claims in accordance with the general conditions of the contract.

DELIVERY MODE

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RECOGNITION

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- CHAPTER 1 - What is a Variation of the Contract
- CHAPTER 2 - Project Scope - The Agreed Work under the Contract (WUC) (construct only)
- CHAPTER 3 - Recognising Scope Changes
- CHAPTER 4 - Documenting Scope Changes
- CHAPTER 5 - Contractors Obligations under the Contract
- CHAPTER 6 - Administering Variation Claims under the Contract
- CHAPTER 7 - Pricing of Variation Claims
- CHAPTER 8 - Submission of Variation Claims
- CHAPTER 9 - Extension of Time as a Result of Variation Work
- CHAPTER 10 - Useful Tips for Successful Variation Claims

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ADVANCED CONTRACT VARIATION MANAGEMENT

COURSE CHAPTERS

OVERVIEW

Advance your knowledge and skills around variations under the contract with this online program. Based on our fundamentals program, this course will provide you with the ultimate knowledge base to recognise and track scope changes, prepare, submit and negotiate variation claims.

This learning program course will advance your contractual knowledge around variation claims with consideration for different contract types, entitlement pathways, contractual notification requirements, pricing, submission and administration of claims. You will also acquire skills in negotiating strategies and dispute resolution options.

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- CHAPTER 1 - Project Scope Management
- CHAPTER 2 - Design & Construct Contracts and the agreed Work under the Contract (WUC)
- CHAPTER 3 - Identifying potential Scope Changes at Tender Stage
- CHAPTER 4 - Schedule of Rates Contract Scope vs. Lump Sum Contract Scope
- CHAPTER 5 - Assessing Entitlement under the Contract
- CHAPTER 6 - Notifications Under Contract
- CHAPTER 7 - Preparations and Submission of Variation Claims
- CHAPTER 8 - Tracking and Administration of Variation Claims
- CHAPTER 9 - Negotiation Strategies
- CHAPTER 10 - Dispute Resolution

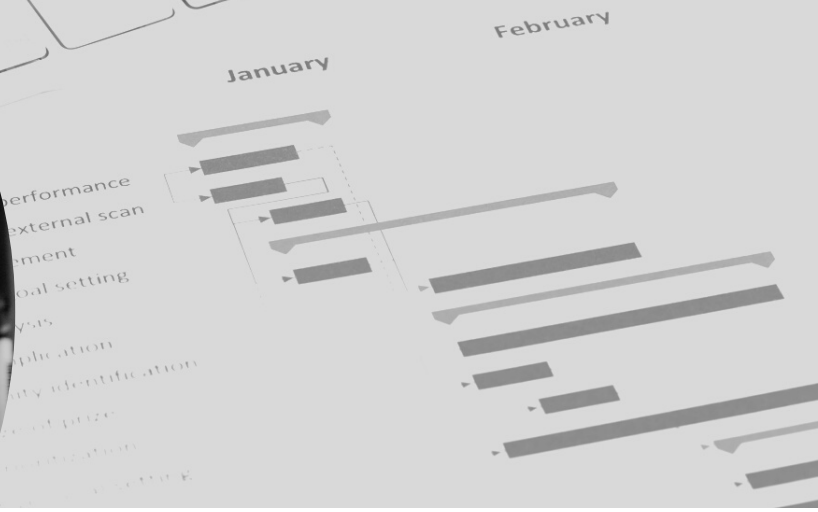
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CIVIL PROJECT MANAGEMENT FUNDAMENTALS

OVERVIEW

This course provides a theoretic understanding of project management techniques for civil engineering projects including practical information on the implementation of effective project management methodology to ensure the delivery of best value outcomes on civil projects, including those relevant to scope, cost, quality, time and risk control.

It is an ideal program for less experienced project staff and supervisors who are stepping up into a construction management or project management role.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
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COURSE CHAPTERS

- CHAPTER 1 - Project Management Methodology Elements and Project Lifecycles
- CHAPTER 2 - Project Scope Management
- CHAPTER 3 - Project Time Management
- CHAPTER 4 - Project Cost Management
- CHAPTER 5 - Project Quality Management
- CHAPTER 6 - Project Risk Management
- CHAPTER 7 - Subcontractor Management

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END OF MONTH REPORTING PROCESS FOR CIVIL PROJECTS COURSE

OVERVIEW

The end of month (EOM) reports play an important role in every project and also in the wider business. It provides a snapshot of the performance of a project to date and the prediction of performance at project completion.

The EOM pack of a project informs several financial key financial processes within a business including the monthly business activity statement (BAS) and associated tax obligations, cashflow planning, resource planning, profit, and loss forecast as well as risk and opportunity awareness.

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COURSE CHAPTERS

- CHAPTER 1 - Financial Management of a Construction Business
- CHAPTER 2 - EOM Reporting Formats
- CHAPTER 3 - Streamlining the Recurring EOM Process
- CHAPTER 4 - Monthly Cost to Date
- CHAPTER 5 - Monthly Progress Claim / Revenue
- CHAPTER 6 - Cashflow Forecast
- CHAPTER 7 - Cost Forecast to Complete
- CHAPTER 8 - Project Progress Reporting
- CHAPTER 9 - Resource Forecast
- CHAPTER 10 - Risk and Opportunity
- CHAPTER 11 - Safety Performance Reporting
- CHAPTER 12 - Software Packages



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COST FORECAST TO COMPLETE FOR ENGINEERS & PROJECT MANAGERS

OVERVIEW

Predicting the financial outcome of a construction project is a vital part of project and business management. It also allows for early identification of budget shortfalls and the opportunity to implement mitigation measures.

This course assists engineers and project managers learn how to forecast the remaining project cost at completion. We will step through the process of how an initial cost forecast is developed and kept updated on a month-to-month basis.

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COURSE CHAPTERS

- CHAPTER 1 - The Importance of Forecasting For The Wider Business
- CHAPTER 2 - Tender Estimate vs. Cost Forecast
- CHAPTER 3 - Cost Codes / Work Break Down Structures
- CHAPTER 4 - Cost Forecasting Formats
- CHAPTER 5 - First Principals Estimation
- CHAPTER 6 - Monthly Update of the Forecast
- CHAPTER 7 - Cost to Date
- CHAPTER 8 - Contingency
- CHAPTER 9 - Common Mistakes in Forecasts
- CHAPTER 10 - Software Packages



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CONSTRUCTION SITE MANAGEMENT ON CIVIL PROJECTS

OVERVIEW

Effective site management is vital to meet the safety, quality and financial objectives of a project. A seamless interplay between project manager, engineers and supervisors is key.

In this course we will provide actionable advice on day-to-day planning and task management to ensure the effective use of resources by maximising quality and safety outcomes. Supervisors and engineers need to maintain a detailed look-ahead program to plan resources, deliveries, subcontractors, QA inspections, permits and other vital activities that contribute to efficient onsite construction.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Program look-aheads
- CHAPTER 2 - Daily Planning
- CHAPTER 3 - Resource Planning
- CHAPTER 4 - Pre-start meetings
- CHAPTER 5 - Information Packs for Supervisors
- CHAPTER 6 - Inspection and Test Plans / Checklists
- CHAPTER 7 - Daily Cost Tracking
- CHAPTER 8 - Safety Performance

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OVERVIEW

This course is ideal for new or experienced project engineers or project managers to supplement hands-on experience with more formal methodologies.

This course on project cost management involves the processes of developing budgets and controlling costs throughout the project.

The ability to manage project costs is vital for the project manager. The skills you learn in this unit will prepare you for project management cost processes and documentation and to be accountable for the cost performance of your project.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
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MANAGE COST ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Determine Project Costs
- CHAPTER 2 - Monitor and Control Project Costs
- CHAPTER 3 - Complete Cost-management Processes

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OVERVIEW

This course is for new engineers or experienced project managers. It describes the skills and knowledge required to determine and manage the project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls. The course is designed for individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

This course will help you acquire the knowledge and skills to work effectively as an individual and in project teams. It will give you the basis to contribute to the project goals of the organisation which employs you. Keeping the project scope on track and meeting the client's expectations is essential for successful construction project delivery.

DELIVERY MODE

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MANAGE THE SCOPE OF CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Conduct Project Authorisation
- CHAPTER 2 - Define Project Scope
- CHAPTER 3 - Manage Project Scope

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OVERVIEW

This course is ideal for new or experienced project engineers or project managers to supplement hands-on experience with more formal methodologies.

Our program for project schedule or construction program management involves the processes to develop, implement, and assess construction project schedules. In managing the project time/schedule, your role is to develop and monitor the project's schedule and time management processes to ensure on-time project delivery.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
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MANAGE TIME ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Determine Project Schedule
- CHAPTER 2 - Implement Project Schedule
- CHAPTER 3 - Monitor and Assess Time Management Outcomes

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OVERVIEW

In this course, you will learn about general risk management processes.

Before going into the details of risk management, it is important from the outset that you understand risk, which is defined as the likelihood and consequence of the occurrence of injury, illness, and harm.

A risk can impact numerous aspects of your project, including the cost, performance, and schedule. This can potentially expose your project to failure and losses. As such, it is important to establish appropriate and reliable risk management processes. In essence, risk management is a systematic process that aims to identify and evaluate risks to develop appropriate methods and techniques to respond appropriately to them.

DELIVERY MODE

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MANAGE RISK ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Identify Project Risks
- CHAPTER 2 - Analyse Project Risks
- CHAPTER 3 - Establish Risk Treatments and Controls
- CHAPTER 4 - Assess Risk Management Outcomes

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OVERVIEW

Quality management refers to the processes and activities of an organisation that determines quality policies, objectives, and responsibilities so that a project will meet the needs for which it was undertaken. Quality is the degree to which a set of characteristics fulfills requirements.

In this course, you will learn to manage project quality. Project quality management is the process of ensuring that quality is managed and maintained throughout a project. This includes the processes and activities of the performing organisation that determine policies, objectives, and responsibilities. Project quality management is necessary so that a project will have quality consistency throughout its life cycle and satisfy its purpose.

DELIVERY MODE

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MANAGE QUALITY ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Determine Quality Requirements
- CHAPTER 2 - Implement Quality Requirements
- CHAPTER 3 - Implement Project Quality Improvements

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OVERVIEW

This course is ideal for new or experienced project engineers or project managers to supplement hands-on experience with more formal methodologies.

Projects, whether small or large in scale, still consist of different functions from various fields and expertise, doing their tasks. Projects become successful when these different functions and their respective activities and processes work together towards achieving a common goal. For a successful project outcome, you need to integrate all these functions.

This course will teach you how to properly and effectively manage the integration process of a project.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
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MANAGE CONSTRUCTION PROJECT INTEGRATION

COURSE CHAPTERS

- CHAPTER 1 - Establish Project
- CHAPTER 2 - Undertake Project Planning and Design Processes
- CHAPTER 3 - Monitor Project
- CHAPTER 4 - Review Project

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OVERVIEW

This course is ideal for new or experienced project engineers or project managers to supplement hands-on experience with more formal methodologies.

Stakeholder engagement is necessary to understand your stakeholders' views on social and environmental issues and to involve them in decision-making. Stakeholder engagement is not a mere communications process where your goal is to influence stakeholders into agreeing with your decisions. Its essential tenet is the idea that stakeholders can influence your project's decision-making process.

In this course, you will learn how to assess your stakeholder's interests as well as how to monitor, review and manage stakeholder engagement.

DELIVERY MODE

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MANAGE STAKEHOLDERS ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Assess Stakeholder Interests
- CHAPTER 2 - Monitor Stakeholder Engagement
- CHAPTER 3 - Review and Manage Stakeholder Engagement
- CHAPTER 4 - Finalise Human Resource Activities

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OVERVIEW

The ability to manage human resources within a project is vital for you as a Project Manager. The skills that you learn in this unit will prepare you for the project management of human resources throughout the planning, implementation, leadership, and completion phases of any given project.

You will learn the processes, procedures, and documentation skills necessary to manage human resources throughout the different phases to ensure success for the project as it is the Project Manager who is ultimately accountable for the achievement or otherwise of a project.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
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MANAGE HUMAN RESOURCES ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Plan Human Resources Relevant to Projects
- CHAPTER 2 - Implement Project Personnel Training and Development
- CHAPTER 3 - Lead Project a Team
- CHAPTER 4 - Finalise Human Resource Activities Related to Projects

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OVERVIEW

This course is ideal for new or experienced project engineers or project managers to supplement hands-on experience with more formal methodologies.

This course includes the skills of analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

The course applies to individuals with a role in allocating and monitoring the use of physical and/or human resources to meet defined business objectives.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

MANAGE BUSINESS RESOURCES ON CONSTRUCTION PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Analyse Resource Requirements
- CHAPTER 2 - Develop Resource Plans
- CHAPTER 3 - Allocate Resources
- CHAPTER 4 - Review and Report on Resource Usage

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OVERVIEW

This course is ideal for new or experienced project engineers or project managers to supplement hands-on experience with more formal methodologies.

Managing project information and communication is an essential part of the broader project management process.

For a project to be successful, the necessary information must be generated, collected, disseminated, stored, and disposed of carefully and properly within the organisation. In other words, communication and information processes and systems must be established to promote the smooth flow of information among the parties involved in the project.

DELIVERY MODE

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MANAGE INFORMATION AND DATA ON PROJECTS

COURSE CHAPTERS

- CHAPTER 1 - Plan Information and Communication Processes
- CHAPTER 2 - Implement Project Information and Communication Processes
- CHAPTER 3 - Assess Information and Communication Outcomes

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PROJECT LEADERSHIP DEVELOPMENT ONLINE COURSE

OVERVIEW

This online program is ideal for any new or more experienced leader still looking for the right methodology to adopt and implement.

We are usually promoted into a leadership role, due to our performance as an engineer or supervisor. Companies often do not provide much guidance on transitioning from the hands-on role of doing the work into the leader who now leads the people doing the work we have done previously.

The best thing about this online course is that it anyone can successfully undertake leadership development.

DELIVERY MODE

- Exclusive Online Course
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - What is Leadership
- CHAPTER 2 - The importance of trusting teams and how to build them
- CHAPTER 3 - The mindset of a Leader
- CHAPTER 4 - Master your Body Language. Awareness of non-verbal behaviour
- CHAPTER 5 - What can we learn from Military Leaders
- CHAPTER 6 - Summary of Key Messages - 8 Step Plan to Get You Started

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+61 7 5641 4574

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PEOPLE MANAGEMENT FOR MANAGERS AND SUPERVISORS

OVERVIEW

This short course will equip managers and supervisors to understand their own leadership style and how it will help them to maximise productivity from their teams.

At the completion of this course, participants will be provided with the opportunity to assess yourself across the emotional intelligence competencies, identify your own strengths and challenges and learn practical techniques to improve and enhance their ability to positively impact their teams.

DELIVERY MODE

- Live-Webinar, Face-to-Face or self-paced Online
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Understanding your own Leadership Style
- CHAPTER 2 - Leading with emotional Intelligence
- CHAPTER 3 - DISC Profiling - Personality Types
- CHAPTER 4 - Effective Communication
- CHAPTER 5 - Providing effective Feedback

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TIME MANAGEMENT- SAVE AN HOUR EVERY DAY

COURSE CHAPTERS

OVERVIEW

Our time management program is customised to help you cope with a busy construction project environment.

You may be hitting all your deadlines but how much time and energy could you save by being more efficient? Whether you are a site engineer, administrator or project manager, you will take away useful and actionable advice that you can implement immediately to improve your overall efficiency.

This course addresses the key areas of relevance to engineers and managers on construction projects.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

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- CHAPTER 1 - The Project Engineers and Project Managers Non-Negotiable Deliverables
- CHAPTER 2 - Urgent vs. Important - Getting your Priorities Right
- CHAPTER 3 - To-do-list Formats and Task Tracking Methods - Making a Plan of Attack
- CHAPTER 4 - Managing your Email Inbox with Automated Rules
- CHAPTER 5 - Saving Time Through Effective Meetings
- CHAPTER 6 - Dealing with Disruptions
- CHAPTER 7 - True Delegations vs. Task Allocation
- CHAPTER 8 - Putting Methods Into Practice

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WHAT EVERY MANAGER NEEDS TO KNOW ABOUT CONFLICT RESOLUTION

OVERVIEW

This Conflict Resolution Course is designed to provide participants with the skills and techniques needed to effectively resolve conflicts and to proactively avoid them. You will learn how to identify the root causes of conflict, evaluate different strategies for resolving it, and develop practical action plans for implementation.

The course also provides tips on communication techniques that can be used to foster cooperation between parties and build relationships utilising emotional intelligence.

By understanding the dynamics of conflict resolution, participants will be better equipped to navigate through challenging situations in both their personal and professional lives.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Strategies to resolve Conflict
- CHAPTER 2 - How to proactively avoid Conflict within a Team
- CHAPTER 3 - Conflict as an Opportunity to drive Innovation
- CHAPTER 4 - Council of Piers / Scenarios

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OVERVIEW

This course covers the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings, and make presentations to customers, clients, and other key stakeholders.

This course applies to managers and leaders who are required to identify, analyse, synthesise and act on information from a range of sources, and who deal with unforeseen problems as part of their job role.

They use initiative and judgment to organise their own and others' work, as well as to plan, evaluate and coordinate the work of teams.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COMMUNICATE AND NEGOTIATE WITH INFLUENCE

COURSE CHAPTERS

- CHAPTER 1 - Identify Communication Requirements
- CHAPTER 2 - Negotiate and Achieve Agreed Outcomes
- CHAPTER 3 - Participate and Lead Meetings
- CHAPTER 4 - Make Presentations

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DEVELOP CRITICAL THINKING SKILLS IN OTHERS

OVERVIEW

Develop Critical Thinking Skills in Others narrates the particulars of skills and knowledge required to develop critical thinking in others in the workplace context.

This course applies to individuals who are typically responsible for coaching and developing teams of people for whom critical thinking skills play an important role in their work. Critical thinking skills include analysis, synthesis, and evaluation.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Assess Individual and Team Critical and Creative Thinking Skills
- CHAPTER 2 - Establish an Environment that Encourages the Application of Critical and Creative Thinking
- CHAPTER 3 - Monitor and Improve Thinking Practices
- CHAPTER 4 - Make Presentations

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LEADING HAND - FROM TEAMMATE TO TEAM LEADER

OVERVIEW

This program sets the scene for all newly promoted leading hands or supervisors who take on their first ever supervision role.

We will cover the most important obligations under the WHS Act and your company system, the leading hands responsibility in cost, time and quality control on site as well as leadership skills.

We will walk through team dynamics, personality types, conflict resolution as well as public speaking in order to present toolbox talks or conduct pre-start meetings.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Supervisor Responsibilities under the WHS Act and Company System
- CHAPTER 2 - The Leading Hands role in Cost, Time and Quality Control on site
- CHAPTER 3 - Leadership in the Work Place
 - Role Model Behaviour
 - Leadership Styles
 - Team Dynamics
 - Conflict Resolution
 - Public Speaking
- CHAPTER 4 - The Leading Hand's Non-Negotiables

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IMPLEMENT CONTINUOUS IMPROVEMENT

OVERVIEW

This course describes the skills and knowledge required to implement continuous improvement of the systems and processes of an organisation.

It includes using systems and strategies to encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

The course is aimed at managers who are responsible for implementing the continuous improvement process to achieve the organisation's objectives.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Identify and Plan for Improvement
- CHAPTER 2 - Monitor Implementation of Continuous Improvement
- CHAPTER 3 - Implementation of Continuous Improvement

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COORDINATE BUSINESS OPERATIONAL PLANS

OVERVIEW

This course is ideal for new or experienced supervisors, leading hands and project engineers to build or supplement hands-on experience.

A project management plan is a vital document for any project. It sets the management approach, targets and objectives for the project.

It is important that key personnel are aware of how to implement and monitor such plans.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- | | |
|-------------|--|
| CHAPTER 1 - | Prepare to implement operational plan |
| CHAPTER 2 - | Impelement orientaitonal plan |
| CHAPTER 3 - | Monitor operational plan |
| CHAPTER 4 - | Review operations based on performance |

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OVERVIEW

This course describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures, and programs in the relevant work area to comply with legislative requirements.

This course applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and have well-developed skills in creating solutions to problems through analysis and evaluation of information from various sources.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

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IMPLEMENT AND MONITOR WHS POLICIES AND PROCEDURES

COURSE CHAPTERS

- CHAPTER 1 - Provide Information to Work Team about WHS Policies and Procedures
- CHAPTER 2 - Implement and Monitor Work Team Consultative Arrangements for Managing WHS
- CHAPTER 3 - Implement and Monitor Organisational Procedures for Providing WHS Training to Work Team
- CHAPTER 4 - Implement and Monitor Organisational Procedures and Legal Requirements for Identifying Hazards, and Assessing and Controlling Risks
- CHAPTER 5 - Implement And Monitor Organisational Procedures for Maintaining WHS Records

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APPLY SITE RISK MANAGEMENT SYSTEMS

OVERVIEW

Risk Management is a continuous process of identifying, treating, and managing risks. Setting up and implementing a risk management process is akin to installing a fire alarm. You hope it never goes off, but you're willing to accept the minor inconvenience in exchange for future protection.

This course is ideal for new or experienced supervisors, leading hands, and project engineers to build or supplement hands-on experience with formal methodologies.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Plan and Prepare Risk Management System Information
- CHAPTER 2 - Apply Risk Management System Information
- CHAPTER 3 - Evaluate Application of Risk Management Control
- CHAPTER 4 - Report on Continuous Improvement of Risk Management Controls

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SUPERVISE CIVIL WORKS

OVERVIEW

Supervision of civil works activities is a key skill set for any leading hand or supervisor. This course focuses on preparing and implementing works by considering technical, legislative, and internal requirements.

This course is ideal for new or experienced supervisors, leading hands, and project engineers to build or supplement hands-on experience. It provides a formal methodology for supervising civil works in accordance with project objectives and HSE requirements.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Plan and Prepare Civil Works
- CHAPTER 2 - Prepare Workers to Execute Civil Works
- CHAPTER 3 - Supervise the Execution of Civil Works Tasks
- CHAPTER 4 - Reporting

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SUPERVISE CIVIL WORKS CONTRACTORS

OVERVIEW

Civil works are often carried out by subcontractors. As a supervisor, you are required to subcontract plant and their operators in accordance with your company's systems and requirements.

This course is ideal for new or experienced supervisors, leading hands, and project engineers to build or supplement hands-on experience. It provides a formal methodology for supervising civil works in accordance with project objectives, company policies and HSE requirements.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Plan and Prepare to Supervise Contractors of Civil Works
- CHAPTER 2 - Confirm Tasks Initiation
- CHAPTER 3 - Oversee Execution of Tasks
- CHAPTER 4 - Report on Execution of Tasks

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MANAGE CIVIL PLANT AND RESOURCES

OVERVIEW

Using the right civil plant and equipment is key for efficient project work. It also ensures the safety of the operations and cost-effectiveness.

This course is ideal for new or experienced supervisors, leading hands, and project engineers to build or supplement hands-on experience.

DELIVERY MODE

- Online, live webinar or face to face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Manage Project Work for Civil Construction
- CHAPTER 2 - Select Appropriate Plant and Equipment
- CHAPTER 3 - Supervise and Organise Operation of Plant and Equipment
- CHAPTER 4 - Maintain Records

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IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES

OVERVIEW

Ensuring zero harm to the environment is a key performance indicator of any construction project. Every supervisor, manager, and worker carries a duty of care to prevent environmental harm as far as reasonably practical. In this course, we look at how to implement and monitor environmental policies in the resources and infrastructure industries. This course applies to individuals who work in supervisory roles.

This course is ideal for new or experienced supervisors, leading hands, and project engineers to build or supplement hands-on experience. It provides a formal methodology for encouraging your team to be aware of environmental obligations and policy requirements.

DELIVERY MODE

- Online, live webinar or face to face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Provide Information to the Work Team
- CHAPTER 2 - Implement and Monitor Operational Procedures
- CHAPTER 3 - Implement and Monitor Change and Continuous Improvement
- CHAPTER 4 - Implement and Monitor Reporting Procedures and Training Needs

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APPLY A QUALITY MANAGEMENT SYSTEM ON SITE

OVERVIEW

Implementing a quality management plan on construction projects requires the skills and knowledge about basic quality assurance processes for construction work. Supervisors play an important role in the implementation. This course looks at the skills required to apply a quality management system on construction sites in the resources and infrastructure industries. It course is for individuals who work in supervisory roles.

This course is ideal for new or experienced supervisors, leading hands and project engineers to build or supplement hands-on experience. It provides a formal methodology for applying quality assurance processes on-site.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Implement Quality Processes
- CHAPTER 2 - Make Recommendations Based on Performance That Has Been Monitored and Reported on
- CHAPTER 3 - Consolidate Opportunities for Further Development

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SUPERVISE THE INSTALLATION OF UNDERGROUND SERVICES USING OPEN EXCAVATION

OVERVIEW

Installing underground services is a common task on civil projects. It involves the use of earthmoving machines such as excavators. This course covers the planning, execution, supervision, and reporting of such works.

This course is ideal for new or experienced supervisors, leading hands, and project engineers to build or supplement hands-on experience. It provides a formal methodology for supervising underground services works in accordance with project objectives, and HSE requirements.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

COURSE CHAPTERS

- CHAPTER 1 - Plan and Prepare for Underground Service Installation
- CHAPTER 2 - Prepare Team Members to Execute Tasks
- CHAPTER 3 - Oversee Execution of Tasks
- CHAPTER 4 - Report on Execution of Tasks

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OVERVIEW

The traffic management plan should be monitored and reviewed regularly including after an incident to ensure it is effective and takes into account changes at the workplace. Workers should be aware of and understand the traffic management plan and receive information, instruction, training, and supervision. Site induction should include the traffic management plan.

This course will provide you with the skills and knowledge required to set out the traffic guidance scheme, monitor traffic guidance schemes, and close down work activities when required.

DELIVERY MODE

- Online, live webinar, or face-to-face delivery
- A full PDF course script is provided for your records
- Weekly Q&A video calls are available on demand
- Unlimited email support

IMPLEMENT TRAFFIC MANAGEMENT PLANS

COURSE CHAPTERS

- CHAPTER 1 - Prepare to Implement Traffic Management Plan
- CHAPTER 2 - Set Out the Traffic Guidance Scheme
- CHAPTER 3 - Monitor Traffic Guidance Scheme
- CHAPTER 4 - Close Down Work Activities

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+61 7 5641 4574

info@amprojectpartners.com.au
www.amprojectpartners.com.au