

MONITORING WORKS AND MANAGING THE WORKSITE

 **Dates and duration to be agreed upon**

 **Location to be agreed**

Please contact us for a personalised quote

OBJECTIVES

- Be able to monitor the progress of the works, for instance, the quality, the quantities, compliance with the technical requirements, and the drawing up of the monthly breakdown.
- Know how to control cost prices.
- Be capable of monitoring the mobilisation of personnel.
- Master the management of material and equipment.

THE BENEFITS OF YOUR TRAINING

- High-level dynamic training Course, based on teaching progression which encourages acquiring tools and methods that can be directly applied to the participants' professional environment.

TARGET AUDIENCE

Managers

GOOD TO KNOW

- To follow this training session, it is advised that participants previously follow (or master the content of) the training session: Preparing and organising a worksite.
- Example of a 5 days Course

EDUCATIONAL PROGRAMME

Module 1

Monitoring the works

- Monitoring the quality:
 - monitoring compliance with the technical requirements;
 - monitoring the conditions in which the materials are conserved, the storage conditions;
- monitoring the quality of performance (alignments, finish, aspect);
- monitoring the cleaning, the finishings.
- Monitoring the quantities:
 - monitoring compliance with the quantities to be implemented (components, thicknesses);
 - controlling stocks, wastage;
 - monitoring the quantities executed compared to the quantities in the bill of quantities.
- Monitoring compliance with the environmental requirements:
 - sensitive environmental points;
 - measures to be taken to limit damage to the environment.



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Module 2

Managing the worksite

- Supervising progress:
 - monitoring progress in relation to the schedule;
 - using worksite reports;
 - comparing yields observed and programmed yields;
 - analysing discrepancies, and corrective actions.
- Controlling cost prices:
 - organising a system which allows for data to be collected;
 - calculating cost prices, gross margin;
 - analysing discrepancies;
 - corrective actions.
- Managing personnel:
 - personnel clocking in and clocking out;
 - distributing rewards/sanctions;
 - managing absences/paid leave/sick leave;
 - recruitment / dismissals: the rules to be observed.
- Managing the equipment:
 - supervising the conditions for use of the machines;
 - monitoring the performance of the routine and periodic maintenance of the equipment;
 - organising the supply of fuel and lubricant;
 - monitoring and inspecting consumption;
 - monitoring the stock of wearing parts, filters, spare parts.



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 **Prerequisites :** Have held or currently hold a position related to the training theme