



CONSTRUCTION MANAGEMENT ACADEMY SUMMARY OF COURSE



PROJECT SUPERVISION

Session No.	Topics Covered	Weeks Duration	Class Hours
1	Orientation, Human Relations & Problem Solving <ul style="list-style-type: none"> ➤ Overview of the history, business development, philosophy and the general phases of construction. ➤ Learn "people skills" based on an ability to communicate, motivate and lead. ➤ Steps a supervisor follows in solving problems, and methods for implementing and evaluating plans. 	4	12
2	Safety <ul style="list-style-type: none"> ➤ The Supervisor's Role in Safety ➤ Accident Causes, Costs and Controls ➤ Basic Components of a Construction Safety Program ➤ Employee Safety Training ➤ Job Safety Analysis ➤ Conducting Effective Safety Meetings ➤ Job-Site Safety Inspections, Audits, and Observations ➤ Accident Reporting and Investigation ➤ Government Regulations 	3	9
3	Cost Awareness & Resource Control <ul style="list-style-type: none"> ➤ Managing Quality Control ➤ Types of Quality Control ➤ Quality & Safety Concerns in Construction ➤ Organizing for Quality and Safety ➤ Productivity Analysis ➤ Productivity Improvement ➤ Cost and Resource Control 	3	9
4	Planning & Scheduling <ul style="list-style-type: none"> ➤ Stages of Planning ➤ Pre-Construction Planning ➤ Construction Planning ➤ Implementing the Construction Plan ➤ The Planning Process ➤ Job Analysis ➤ Types & Benefits of Schedules ➤ Bar Charts ➤ Short Term Schedules 	3	9
5	Estimating & Construction Documents <ul style="list-style-type: none"> ➤ Project Manual ➤ Drawings ➤ Technical Specifications ➤ Submittals ➤ Methods of Obtaining Work ➤ Contracts ➤ Documentation ➤ Document Control ➤ Estimating 	4	12

Total class hours

51

