

# Communication SKILLS FOR CONSTRUCTION



## Description:

Participants will learn how to improve their listening, speaking and writing skills as a construction leader.

## Audience:

Construction Owners, Managers, Estimators, Supervisors, CSOs and Staff.

## At the end of the course participants will be able to:

- Improve their writing skills: emails, texts, letters, RFIs and reports.
- Improve their listening skills: interpret body language, use reflective listening, deal with difficult people, and use good questioning skills.
- Improve their speaking skills: phone calls, meetings, small groups, and large groups presentations.
- Lead through vision casting and strategic focus.
- Learn the benefits of collaborative decision making and how best to lead leaders.

## Course fee includes:

All books and materials, lunch, certificate upon completion and parking.

## The course includes:

Two days (16 hours) of lessons with instructors plus an online portion involving research, reading and answering questions (7-8 hours) that will be marked by the instructors). The course is eligible for 5 CCA Gold Seal education credits upon successful completion.

## The instructors:

**Tim Williams**, *B.Econ., MBA, CPA, GSC*



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