

COURSE OVERVIEW CM0112-3D

Managing and Supervising Projects, Consultants and Contractors

Course Title

Managing and Supervising Projects, Consultants and Contractors

Course Date/Venue

Session 1: September 06-08, 2026/Sur Meeting Room, Royal Tulip Muscat, Muscat, Oman

Session 2: November 22-24, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE



Course Reference

CM0112-3D



Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to provide participants with a detailed and up-to-date overview of project management and contractor supervision. It covers the project management, the environment in which projects operate and the role of the project manager; the project integration management, project scope management, project schedule management, project cost management and project quality management; the project resource management, project communications management, project risk management, project procurement management and project stakeholder management; the standard for project management; and the initiation, planning and execution of process group.



During this interactive course, participants will learn to monitor and control process group; the contract supervision and the key contract administration policies; dealing with noncompliance; the continued communication and the tasks for buyers and sellers; the contract analysis, performance and progress; the records, files and documentation; the change and variation management; and the claims, disputes, termination and contract close-out.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to: -

- Apply and gain an in-depth knowledge on project management and contractor supervision
- Discuss project management, the environment in which projects operate and the role of the project manager
- Carryout project integration management, project scope management, project schedule management, project cost management and project quality management
- Employ project resource management, project communications management, project risk management, project procurement management and project stakeholder management
- Explain the standard for project management as well as initiate, plan and execute process group in a professional manner
- Monitor and control process group and explain contract supervision and the key contract administration policies
- Deal with noncompliance, apply continued communication and identify the tasks for buyers and sellers
- Illustrate contract analysis, performance and progress, records, files and documentation
- Apply change and variation management and identify claims, disputes, termination and contract close-out

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management and contractor supervision for project managers, and engineers, project owners, contract mangers, contractors, sub-contractors, consulting engineers and construction management executives who wish to obtain the practical knowledge and expertise necessary to make a positive and effective contribution to the successful achievement of their project’s or contract’s objectives.

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward’s certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Eric Horne, MBA, PMP, HNDPM, NDOWS, T3 (Mech), is a Senior Management Consultant with over 30 years of training and industrial experience. His expertise lies extensively in the areas of Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Data Modelling, Root Cause Analysis & Solution Development, Driving Performance, Performance Measurement, Performance Goal Implementation, Contracts, Operations, Production, Finance and Supply Chain Management. Further, Mr. Horne is an expert in Leadership Management; Communications Management; Interpersonal, Teamwork & Team Management; Adaptability & Learning, Marketing Management; Customer Care Management; Account Development Strategy & Time Management; Facilitation & Business Presentation Management; Warehouse & Logistics Management; Data & Record Management; Managerial Economics; Marketing Management; Value Engineering; Change Management; Planning, Budgeting & Cost Control; Re-Engineering & Risk Management; Production Planning & Control; and Service Level Agreements (SLA). He is also well-versed in Business Law, Labour Law, Strategy Formulation, Resource Allocation, Continuous Improvement and Productivity Improvement. He is currently the Project & Training Manager of BHP Billiton wherein he is responsible for the complete project life cycle including initiating, planning, executing, monitoring & controlling and closing as well as developing and presenting of various trainings within their organization.

Mr. Horne has worked for many blue-chip companies such as **BHP Billiton, Eskom, Telecast Engineering, Adcorp, 3M** and many more wherein he gained technical and broad experience in all facets of well-renowned large companies in various industries. His work started on the shop floor as a Work Study Officer, **Industrial Engineer**, Senior Work Study Officer, **Lecturer, Project Engineer** and rising up to managerial positions like **Project Manager, Contracts Manager, Marketing Manager, National Marketing & Training Manager, Change Manager, Regional Manager** and **Project & Training Manager**.

Mr. Horne has a **Master** degree in **Business Administration**, a **Higher National Diploma** in **Production Management** and a **National Diploma** in **Organisation & Work Study**. Further, he is a **Certified Instructor/Trainer**, a **Certified T3 in Mechanical Engineering**, a **Certified PMI Risk Management Professional (PMI-RMP)**, a **Certified Project Manager Professional (PMP)**, a **Qualified Assessor at SETA** and a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**. He has further delivered numerous trainings, courses, workshops and conferences worldwide.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	<i>Introduction to Project Management</i>
0900 – 0930	<i>The Environment in Which Projects Operate</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>The Role of Project Manager</i>
1030 – 1100	<i>Project Integration Management</i>
1100 – 1130	<i>Project Scope Management</i>
1130 – 1200	<i>Project Schedule Management</i>
1200 – 1215	<i>Project Cost Management</i>
1215 – 1230	<i>Break</i>
1230 – 1245	<i>Project Quality Management</i>
1245 – 1330	<i>Project Resource Management</i>
1330 – 1420	<i>Project Communications Management</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	<i>Project Risk Management</i>
0830 – 0930	<i>Project Procurement Management</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Project Stakeholder Management</i>
1030 – 1100	<i>The Standard for Project Management</i>
1100 – 1130	<i>Initiating Process Group</i>

1130 - 1200	Planning Process Group
1200 - 1215	Executing Process Group
1215 - 1230	<i>Break</i>
1230 - 1245	Monitoring & Controlling Process Group
1245 - 1330	Contractor Supervision
1330 - 1420	Key Contract Administration Policies
1420 - 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 - 0830	Dealing with Noncompliance
0830 - 0930	Continued Communication
0930 - 0945	<i>Break</i>
0945 - 1030	Tasks for Buyers & Sellers
1030 - 1100	Contract Analysis
1100 - 1130	Performance & Progress
1130 - 1200	Records, Files & Documentation
1200 - 1215	Change & Variation Management
1215 - 1230	<i>Break</i>
1230 - 1300	Claims & Disputes
1300 - 1315	Termination
1315 - 1345	Contract Close-Out
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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