COURSE OVERVIEW PM0263
Construction Supervision Skills

Course Title
Construction Supervision Skills

Course Date/Venue
November 09-13, 2025/Safir Meeting Room, Divan Istanbul, Taksim, Turkey

Course Reference
PM0263

Course Duration/Credits
Five days/3.0 CEUs/30 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 Construction Supervision Skills. It covers the role and responsibilities of a construction supervisor; the construction project lifecycle and drawings and specifications; the site organization, resource planning, health, safety and environmental (HSE) essentials and quality control principles; the construction planning, scheduling techniques, progress tracking and reporting and coordination with stakeholders; the material management and procurement follow-up, workforce supervision and productivity and site mobilization and setup; and supervising construction activities and inspection and testing procedures of material acceptance criteria.

During this interactive course, participants will learn the inspection and test plans (ITP), witnessing tests, recording results and third-party inspections; the compliance codes and standards, problem-solving on site and site safety supervision; the effective site communication, leadership skills for supervisors, conflict resolution and negotiation and risk management on construction sites; handling change orders efficiently, time management for supervisors and construction documentation; the final inspections and handover and defects liability period (DLP) responsibilities; the project outcomes versus targets and labor and equipment utilization analysis; the cost and schedule performance assessment and reporting to management; and the continuous improvement practices, best practices and encouraging innovation in methods.

Course Objectives

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

- Apply and gain an in-depth knowledge on construction supervision skills
- Discuss the role and responsibilities of a construction supervisor including construction project lifecycle and drawings and specifications
- Carryout site organization and resource planning and recognize health, safety and environmental (HSE) essentials and quality control principles
- Apply construction planning, scheduling techniques, progress tracking and reporting and coordination with stakeholders
- Employ material management and procurement follow-up, workforce supervision and productivity and site mobilization and setup
- Supervise construction activities and implement proper inspection and testing procedures of material acceptance criteria, inspection and test plans (ITP), witnessing tests and recording results and third-party inspections
- Ensure compliance with codes and standards and apply problem-solving on site and site safety supervision
- Carryout effective site communication, leadership skills for supervisors, conflict resolution and negotiation and risk management on construction sites
- Handle change orders efficiently and apply time management for supervisors and construction documentation
- Apply final inspections and handover and identify defects liability period (DLP) responsibilities
- Review project outcomes versus targets and carryout labor and equipment utilization analysis, cost and schedule performance assessment and reporting to management
- Apply continuous improvement practices by implementing best practices and encouraging innovation in methods

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 a comprehensive and up-to-date overview of construction supervision skills for site engineers and assistant engineers in the sites and supervision and the execution domains in construction sites.

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: -

- 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.

- 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 **3.0 CEUs** (Continuing Education Units) or **30 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 Fee

US$ 6,000 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

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. Attalla Ersan, PEng, MSc, BSc, is a **Senior Project & Management Consultant** with over **35 years** of extensive experience within the **Oil & Gas**, **Hydrocarbon** and **Petrochemical** industries. His expertise widely covers the areas of **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Construction Management**, **Construction Supervision Skills**, Engineering & **Construction Risk**, **Construction Planning** Methods & Management, **Leadership** Skills, **Leadership & Team Building**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, **Communication** Skills, **Office** Management, Strategic **Planning & Management**, **Human Resource** Management, Technical **Report Writing**, Total Quality Management (**TQM**), **Financial** Management, **Budgeting & Cost Control**, Planning & Managing **Contracts & Tenders**, **Bidding & Tendering**, **Procurement & Purchasing** Management, **Logistics** Operations, **Supply Chain** Management, **Fleet** Management, **Document** Management, **Quality** Management, **Warehousing**, **Operations** Management, **Recruitment**, **Work Ethic**, **Job** Analysis Evaluation and **Training & Development Needs**. He is currently the **CEO** of **Ersan Petrokimya Teknoloji Company Limited** wherein he is responsible for the design and operation of Biogas Process Plants.

During his career life, Mr. Attalla has gained his practical and field experience through his various significant positions and dedication as the **Project Manager, Policy**, **Organization & Manpower Development Head**, **Training & Development**, **Head**, **Ethylene Plant – Pyrolysis Furnace Engineer**, **Production Engineer**, Process Training Coordinator, Ethylene Plant Shift Supervisor, Ethylene Plant Panel & Fit Operator, Process Training & Development Coordinator, **Technical Consultant**, and **Instructor/Trainer** for Qatar Vinyl Company Limited and Qatar Petroleum Company (QAPCO).

Mr. Attalla is a **Registered Professional Engineer** and has a **Master's** degree of **Education** in **Educational Training & Leadership** and a **Bachelor's** degree of **Petrochemical Engineering**. Further, he is a **Certified Instructor/Trainer** and has delivered numerous trainings, courses, workshops, conferences and seminars internationally.

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.

Accommodation

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

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: ***Sunday, 09th of November 2025***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Role & Responsibilities of a Construction Supervisor*** *Overview of Construction Supervision Functions • Key Duties & Accountability Areas • Supervisory Authority in Site Operations • Aligning Supervision with Project Objectives*
0930 – 0945	*Break*
0945 – 1030	***Construction Project Lifecycle*** *Pre-Construction Planning Stages • Execution & Monitoring Phases • Handover & Commissioning Processes • Lessons Learned for Continuous Improvement*
1030 - 1130	***Understanding Drawings & Specifications*** *Reading Construction Drawings Accurately • Interpreting Technical Specifications • Identifying Discrepancies in Design Documents • Communicating Changes to Relevant Parties*
1130 - 1230	***Site Organization & Resource Planning*** *Organizing Site Layout for Efficiency • Workforce Allocation & Scheduling • Material & Equipment Coordination • Managing Site Storage & Logistics*
1230 – 1245	*Break*

1245 – 1330	***Health, Safety & Environmental (HSE) Essentials*** *Site Safety Rules & Regulations • Risk Assessment & Hazard Control • PPE Requirements & Enforcement • Environmental Protection Measures*
1330 - 1420	***Quality Control Principles*** *Setting Quality Standards • Inspection & Testing Requirements • Recording & Reporting Non-Conformities • Corrective & Preventive Actions*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about that were Discussed Today and Advise Them of the Topics to be Discussed Tor*
1430	*Lunch & End of Day One*

Day 2: ***Monday, 10th of November 2025***

0730 – 0830	***Construction Planning Basics*** *Developing Work Breakdown Structures (WBS) • Estimating Resource Requirements • Setting Project Milestones • Planning for Contingencies*
0830 – 0930	***Scheduling Techniques*** *Gantt Charts & Bar Charts • Critical Path Method (CPM) Basics • Sequence Logic & Dependencies • Updating Schedules During Execution*
0930 – 0945	*Break*
0945 – 1100	***Progress Tracking & Reporting*** *Daily & Weekly Progress Reports • Site Diaries & Logs • Performance Measurement Indicators • Reporting Formats & Communication Flow*
1100 – 1230	***Coordination with Stakeholders*** *Liaising with Project Managers & Engineers • Client Communication Protocols • Subcontractor Coordination Strategies • Managing Expectations*
1230 - 1245	*Break*
1245 – 1330	***Material Management & Procurement Follow-Up*** *Material Requisition Process • Tracking Deliveries & Inventory • Handling Shortages & Delays • Ensuring Correct Storage & Handling*
1330 – 1420	***Workforce Supervision & Productivity*** *Assigning Tasks Effectively • Monitoring Labor Output • Motivating Site Teams • Addressing Performance Issues*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about that were Discussed Today and Advise Them of the Topics to be Discussed Tor*
1430	*Lunch & End of Day Two*

Day 3: ***Tuesday, 11th of November 2025***

0730 – 0830	***Site Mobilization & Setup*** *Establishing Temporary Facilities • Utility Connections & Access Routes • Security Arrangements • Site Induction for Workers*
0830 – 0930	***Supervising Construction Activities*** *Earthworks & Excavation Supervision • Concrete Works & Formwork Control • Steelworks & Fabrication Checks • Finishing Works Supervision*
0930 – 0945	*Break*
0945 – 1100	***Inspection & Testing Procedures*** *Material Acceptance Criteria • Inspection & Test Plans (ITP) • Witnessing Tests & Recording Results • Third-Party Inspections*

1100 – 1230	***Ensuring Compliance with Codes & Standards*** *Local Building Regulations • International Standards (ISO, ASTM, BS, etc.) • Industry Best Practices • Documentation for Compliance*
1230 - 1245	*Break*
1245 – 1330	***Problem-Solving on Site*** *Identifying Root Causes of Issues • Developing Immediate Corrective Measures • Escalating Unresolved Problems • Recording Lessons Learned*
1330 – 1420	***Site Safety Supervision*** *Toolbox Talks & Safety Briefings • Hazard Identification During Operations • Emergency Response Procedures • Accident & Incident Reporting*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about that were Discussed Today and Advise Them of the Topics to be Discussed Tor*
1430	*Lunch & End of Day Three*

Day 4: Wednesday, 12th of November 2025

0730 – 0830	***Effective Site Communication*** *Clear Instructions to Workers • Active Listening Skills • Using Visual Aids & Drawings • Conflict Avoidance Through Communication*
0830 – 0930	***Leadership Skills for Supervisors*** *Leading by Example • Building Trust Within the Team • Decision-Making Under Pressure • Delegation & Empowerment*
0930 – 0945	*Break*
0945 – 1100	***Conflict Resolution & Negotiation*** *Identifying Causes of Disputes • Resolving Disagreements Diplomatically • Negotiating with Subcontractors & Suppliers • Maintaining Team Harmony*
1100 – 1230	***Risk Management on Construction Sites*** *Identifying Potential Risks Early • Assessing Risk Impact & Likelihood • Implementing Mitigation Measures • Monitoring Risk Status*
1230 - 1245	*Break*
1245 – 1330	***Handling Change Orders*** *Understanding Change Order Procedures • Assessing Cost & Time Implications • Documenting Changes Formally • Obtaining Necessary Approvals*
1330 – 1420	***Time Management for Supervisors*** *Prioritizing Daily Activities • Managing Multiple Tasks • Avoiding Delays Through Proactive Actions • Tracking Completion Against Schedule*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about that were Discussed Today and Advise Them of the Topics to be Discussed Tor*
1430	*Lunch & End of Day Four*

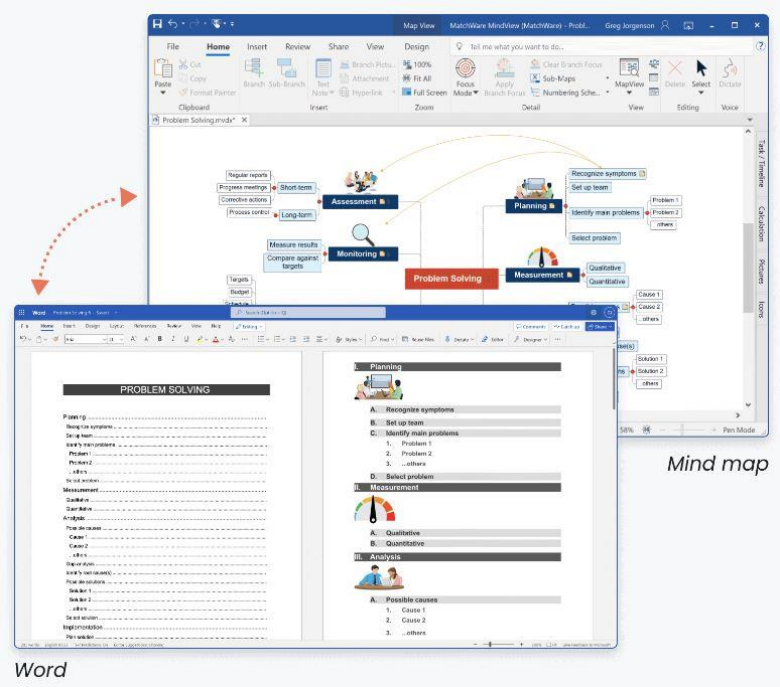
Day 5: Thursday, 13th of November 2025

0730 – 0830	***Construction Documentation*** *Maintaining Accurate Site Records • Filing Inspection Reports • As-Built Drawings Preparation • Document Control Procedures*
0830 – 0930	***Final Inspections & Handover*** *Preparing Punch Lists • Conducting Walkthroughs with Clients • Final Acceptance Criteria • Handover Documentation Package*

0930 – 0945	*Break*
0945 – 1100	***Defects Liability Period (DLP) Responsibilities*** *Identifying Post-Handover Defects • Coordinating Rectification Works • Client Liaison During DLP • Closing DLP Obligations*
1100 – 1230	***Performance Evaluation of the Project*** *Reviewing Project Outcomes versus Targets • Labor & Equipment Utilization Analysis • Cost & Schedule Performance Assessment • Reporting to Management*
1230 - 1245	*Break*
1245 - 1345	***Continuous Improvement Practices*** *Learning from Site Challenges • Applying Lessons to Future Projects • Implementing Best Practices • Encouraging Innovation in Methods*
1345 - 1400	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about Topics that were Covered During the Course*
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using "MS Project" and "Mindview Software".



Mindview Software

Course Coordinator

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