



## PROFESSIONAL DEVELOPMENT FOR WOMEN

# Women in Project and Contract Management

3 day course

Classroom, online or in-house

## Course overview

Project delivery runs on authority a project manager does not formally hold, exercised over contractors, consultants and site teams who may test it early. This programme prepares for that test. Delegates work through establishing control at kick off, since the tone set in the first meetings is difficult to change afterwards. Instructing a contractor and holding them to a programme is practised, including the response when an instruction is ignored. Site presence is addressed practically, covering inductions, site conduct and the confidence to stop unsafe work. Contract administration is covered as the source of real authority: notices, variations, claims and the correspondence that decides a dispute. Managing consultants and specialists who are more experienced than you follows. Progression from coordinator to project manager to programme lead is mapped. The programme closes on professional certification, on client facing work and on recovering authority once it has slipped.

## What you will learn

- Establish control in the first project meetings
- Instruct a contractor and respond when an instruction is ignored
- Hold site presence including inductions and stopping unsafe work
- Use notices, variations and correspondence as real authority
- Manage consultants more experienced than yourself
- Map progression from coordinator to programme lead
- Handle client facing work and recover authority once it slips

## Who should attend

- Women project coordinators and project managers
- Contract administrators and quantity surveyors
- Engineers moving into delivery roles
- Site based supervisory staff
- Programme office and planning staff

## Course outline

- 01 Authority you do not formally hold
- 02 Establishing control at kick off
- 03 Instructing a contractor
- 04 When an instruction is ignored
- 05 Site presence and stopping unsafe work
- 06 Notices, variations and correspondence
- 07 Managing more experienced specialists
- 08 Progression, certification and recovering authority

## Upcoming dates



| Dates                   | Venue                      | Format    | Fee per delegate |
|-------------------------|----------------------------|-----------|------------------|
| 23 to 25 September 2026 | Kigali, Rwanda             | Classroom | USD 995          |
| 19 to 21 October 2026   | Pretoria, South Africa     | Classroom | R14,950          |
| 4 to 6 November 2026    | Kampala, Uganda            | Classroom | USD 995          |
| 9 to 11 November 2026   | Johannesburg, South Africa | Classroom | R14,950          |

### Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit [www.afrisciencegroup.com](http://www.afrisciencegroup.com), email [info@afriScience.co.za](mailto:info@afriScience.co.za), or WhatsApp us on **+27 63 479 1136**.

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