

EFFECTIVE CONSTRUCTION MEETINGS & MEETING MINUTES

NEW

Construction meetings are an important part of the successful management of construction projects. Regular site meetings on a project with well documented minutes can facilitate better communication and produce better results making it more likely that the project will be completed successfully.

Typically the responsibility of the General Contractor, proper meeting minutes of these construction meetings reflect the view of all stakeholders and should be a complete, reliable and accurate documentation of the current status of the project as well as the next steps, as agreed to by all parties. This, however, is not as easy as it sounds. Proper meeting minutes require effective listening, accurate recording and most importantly, the understanding of the risk involved if an action item is not completed as promised.

Topics will include:

- Conducting effective and efficient construction meetings
- Types of construction meetings and when to have them
- Recording accurate and factual construction meeting minutes
- Understanding what standard topics and other topics to discuss and document
- Importance of construction meeting minutes to manage deliverables and risk
- Engaging project stakeholders to deliver as recorded (promised)
- Managing actionable items
- Understanding how construction meeting minutes become permanent records
- Distribution and follow-up

Learning Outcomes:

Upon successful completion of this workshop participants will be able to:

- Create and implement a construction meeting protocol and meeting minute process and procedure
- Have a greater understanding of the need to listen effectively and to record accurate and factual construction meeting minutes
- Improve project outcomes and enhance project success by the actioning and delivery of project deliverables by stakeholders

Exclusive to this workshop is a comprehensive manual that is used as a reference and guide throughout the sessions. The manual is based on accumulated knowledge gathered over 40 years in the construction industry. It is a valuable and effective tool that contains not only practical how-to's, checklists and templates but will also be a foundation for new processes and procedures back in the office or on the jobsite.

Who Should Attend:

General Contractor and subcontractor Project Managers, Project Co-ordinators and field staff.

This workshop is worth .5 Gold Seal credit.