

PARTICIPANTS' RESPONSIBILITIES FOR ALL COURSES:

- To ensure the smooth running of the various sessions, the following rules have been established:
- Please ensure that you **sign the Attendance Sheet** every time you attend classes. This is proof that you attended the course.
- To minimize disruptions to classes:

Cell Phones

Kindly keep off or in the vibrate mode.

Avoid answering calls in the class.

- Participants are expected to be punctual for all sessions
- Participants are expected to honour their financial obligations
- It is **your responsibility** to follow up with the facilitator whenever you have been absent for a training session
- Participate in assessments undertaken in the respective Course
- Complete project plans as assigned in a timely manner



DAYS & TIMES OF CLASSES

Tuesdays and Thursdays from 5:30pm to 7:30pm

VENUE:

Sir Arthur Lewis Community College, Morne Fortune, Castries

COURSE CYCLE:

September - December

February - June

COURSE DURATION

Sixteen (16) Weeks

Average Sixty Three (63) Hours

FEE
\$450.00

4th Floor Heraldine Rock Bldg.
Waterfront
Castries

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**MINISTRY OF COMMERCE, BUSINESS
DEVELOPMENT, INVESTMENT &
CONSUMER AFFAIRS**

**SMALL ENTERPRISE DEVELOPMENT
UNIT**

**BASIC PROJECT
MANAGEMENT FOR SMALL
CONTRACTORS
COURSE
STUDENT INFORMATION**



***Small Enterprise Development
and U
Ultimately National Prosperity***

Objective

To boost the competitiveness of the construction industry in Saint Lucia.

To increase managerial capacity of small contractors, thereby enabling them to operate their respective business more efficiently and effectively.

Who can benefit

Small Contractors and Skilled Artisans.

Prerequisites

Participants should be small contractors.

By the End of the Programme

Participants will be able to develop a project plan.

Endorsement

This programme is endorsed by the Ministry of Education.



Programme Outline

- a. Course Introduction/Project Initiation
- b. Ministry of Communications' Function: (Re: The Construction Industry)
- c. Management Techniques
- d. NIS Issues
- e. Tax Issues
- f. Identifying and Sequencing Activities
- g. Contracts
- h. Project Human Resource Management
- i. Forming Strategic Alliance
- j. Project Quality Management
- k. Business Ethics
- l. Project Time Management
- m. Project Plan Development
- n. Project Procurement Management
- o. Productivity
- p. Project Risk Management
- q. Computer Application Skills
- r. Introduction To Microsoft Project
- s. Duration , Assigning Resources & Costing
- t. Work Breakdown Structure (WBS)
- u. Project Communication Management
- v. Project Documentation
- w. Project Plan & Course Evaluation

Payment

All payments are made through the Government Treasury using an "A FORM", completed and stamped (by SEDU), to be obtained from the office of the Small Enterprise Development Unit.

Payment Plan

Participants pay the total course fee prior to the start of the course.

Graduation

Participants will graduate based on successful completion of assessments, assignments, attendance and financial obligations

Refunds

Full refund for an enrolled course will be done provided the participant has informed SEDU during the first **two (2) weeks** of the programme. For refunds persons **MUST** present the following:

Letter with request for refund for said Course

National ID

Copy of receipt

Note: Refunds will be processed by Treasury according to their schedule.