



**UNITED NATIONS**

**DEPARTMENT OF OPERATIONAL SUPPORT**

**TRIANGULAR PARTNERSHIP PROGRAMME  
COURSE JOINING INSTRUCTIONS**

**Construction Process Management Courses  
Process Chart Practice**

**4 – 8 December 2023**

**Remote (Zoom)**



## COURSE DESCRIPTION

1. The course objective of the Construction Process Management course is to develop the management skills to determine construction schedules, monitor daily progress, and prevent or address problems in construction through the development and utilization of process charts – such as bar chart.

## COURSE PROGRAMME AND SCHEDULE

2. The duration of the course is one (1) week. The following dates will apply to the training:
  - a. Course Starts: 4 December 2023 at 7:30 (UTC+2)/8:30 (UTC+3)/14:30 (UTC+9)
  - b. Course Ends: 8 December 2023 at 14:20 (UTC+2)/15:20 (UTC+3)/21:20 (UTC+9)
3. The opening ceremony is scheduled on the first day of the training and the closing ceremony on the last day of the training. A radio check (to confirm the internet connectivity) is scheduled on 1 December 2023 (Time TBD).
4. There will be seven (7) hours of training daily from Monday through Friday including lunch and break time.
5. A detailed training programme with timetable will be shared one (1) week before the start of the course. The training team retains the right to revise the programme.
6. The course is expected to include lectures by instructors, practical trainings such as preparation, presentation, and review of process charts, group discussions, quizzes, and finally an examination to confirm understanding.
7. The course is being conducted by the United Nations with support from the Government of Japan. The trainers will also participate via Zoom.
8. A certificate of completion will be issued by the United Nations to trainees who have participated in all course dates and taken the exam at the end of the course.

## PRE-COURSE PREPARATION

9. Nominating countries shall provide trainees with a computer with the following software installed: Microsoft Word, Excel, PowerPoint, and Acrobat Reader.
10. Nominating countries are required to adequately prepare their nominees in areas of the management of construction projects.
11. It is strongly recommended that the trainees read through the materials distributed in advance.

## TRAINING LOCATION

12. The course will be conducted via Zoom. Each country will provide a place/places with high-speed Internet access for their trainees to use Zoom and to email data created in MS Office etc.



## TRAINER/TRAINEE CONDUCT

13. The United Nations expects that interactions during the course are handled with respect, dignity, constructiveness, and friendliness. We expect that the diverse opinions will generate discussions and lead to greater bonding.
14. There will be trainees from other Southeast Asian countries in the course. Respect for diversity and cultural differences are required from all trainees. Trainees are expected to actively participate in discussions with enthusiasm and to share their engineering, peacekeeping experience and lessons learnt freely.
15. The highest standard of discipline is expected from all course participants based on mutual respect for diversity. Cases of indiscipline will be dealt with using the national military command.
16. The most senior officer trainee will be responsible for the command and control of all other trainees from the same country including administration. The said officer shall forward all issues relating to administration and logistics in writing to or shall verbally inform the UN designated official for such matters. Where multiple countries are represented at the training, a course leader from among the trainees will be appointed to facilitate the smooth administration of the training.
17. All training issues that requiring urgent attention shall be addressed to the UN designated official who will in turn liaise with the head of the training team.

## DRESS CODE

18. During the training hours, participants are expected to be wearing their national military uniforms (working/fatigue dress/camouflage).
19. For the opening and closing ceremonies, combat dress for uniformed military personnel is required.

## POINTS OF CONTACT

20. The Point of Contact for the course is:

**Triangular Partnership Programme, United Nations Headquarters, New York.**

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