Banking and Insurance · BA407

HR Coordination in EPC Projects: Workforce Planning & Mobilization

Madrid · 14 - 18 Dec 2026

Date	Venue	Duration
14 - 18 Dec 2026	**Madrid**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**BA407**	**English**

Introduction

Human Resource (HR) coordination in EPC (Engineering, Procurement, Construction) projects plays a vital role in ensuring that the right workforce is available at the right time, in the right place, and with the right skills. Unlike traditional HR functions, EPC HR coordination is highly dynamic, project-driven, and closely linked with construction schedules, site requirements, and mobilization demands.

This course provides a structured understanding of workforce planning, mobilization, deployment, tracking, and coordination within EPC/LSTK project environments. It focuses on the practical flow of manpower across projects, coordination with site teams, contractors, and project management, and the administrative systems that support workforce efficiency.

Course Objectives

By the end of this course, participants will be able to:

- Understand HR coordination in EPC and LSTK project environments
- Identify workforce planning principles for project execution
- Understand manpower mobilization and demobilization processes
- Coordinate effectively with project, site, and subcontractor teams
- Track workforce deployment and site requirements
- Understand basic labor administration and compliance concepts
- Improve communication between HR and project functions
- Recognize workforce-related risks and challenges in projects
- Support reporting and documentation of manpower activities
- Understand best practices in project workforce management

Organizational Impact

This course helps organizations to:

- Improve workforce planning accuracy for projects
- Ensure timely mobilization of manpower to sites
- Reduce delays caused by manpower shortages or misallocation
- Strengthen coordination between HR and project teams
- Improve visibility of workforce distribution across projects
- Enhance subcontractor manpower management
- Support better project execution efficiency
- Improve compliance with labor and project requirements
- Reduce administrative inefficiencies in workforce handling
- Strengthen overall HR support for EPC operations

Personal Impact

Participants will:

- Gain clear understanding of HR coordination in EPC projects
- Improve workforce planning and organizational skills
- Develop stronger communication with site and project teams
- Enhance problem-solving in manpower-related issues
- Understand mobilization and deployment processes
- Improve documentation and reporting skills
- Build confidence in handling project workforce challenges
- Strengthen career opportunities in project HR roles
- Understand real-world EPC workforce dynamics
- Develop structured thinking in HR project environments

Target Audience

- HR Coordinators (Project-Based Organizations)
- HR Assistants and Officers
- Project Coordinators (HC / HR Functions)
- Site Administrators
- Workforce / Manpower Coordinators
- Recruitment & Mobilization Staff
- Project Support Personnel
- Construction HR Staff
- EPC / LSTK Project Personnel
- Fresh HR graduates entering project environments

Course Outline

Day 1

Introduction to HR Coordination in EPC Projects

- Overview of EPC / LSTK project environments
- Role of HR coordination in project execution
- Differences between corporate HR and project HR
- Project organizational structure and manpower needs
- Workforce lifecycle in EPC projects
- Key stakeholders in workforce coordination
- Introduction to mobilization and deployment concepts

Day 2

Workforce Planning & Resource Allocation

- Workforce planning principles in projects
- Manpower forecasting based on project schedules
- Skill requirements and job classifications
- Coordination with project managers and site teams
- Subcontractor workforce planning
- Resource allocation across multiple sites
- Workforce planning challenges in EPC projects

Day 3

Mobilization, Deployment & Site Coordination

- Manpower mobilization process (onboarding to site)
- Travel, visa, and relocation coordination basics
- Site induction and onboarding processes
- Workforce deployment and assignment tracking
- Coordination with construction and site management
- Demobilization process and exit coordination
- Handling workforce movement between projects

Day 4

Workforce Tracking, Documentation & Compliance

- Workforce tracking systems and reporting
- Attendance and timesheet coordination basics
- Labor documentation requirements in projects
- Subcontractor manpower monitoring
- Compliance with labor laws and project policies
- HR records management in project environments
- Handling workforce discrepancies and issues

Day 5

HR Coordination Challenges, Reporting & Best Practices

- Common workforce coordination challenges in EPC projects
- Communication between HR and project teams
- Workforce reporting and dashboard concepts
- Productivity and manpower utilization awareness
- Risk management in workforce planning
- Best practices in EPC HR coordination
- Continuous improvement in manpower management
- Course summary and key takeaways

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https://www.hplustraining.com/cities/madrid/71616
training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14