Banking and Insurance · BA407

HR Coordination in EPC Projects: Workforce Planning & Mobilisation

Madrid · 14 - 18 Dec 2026

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

This course provides a structured understanding of workforce planning, mobilisation, 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 mobilisation and demobilisation processes
- Coordinate effectively with project, site, and subcontractor teams
- Track workforce deployment and site requirements
- Understand basic labour administration and compliance concepts
- Improve communication between HR and project functions
- Recognise workforce-related risks and challenges in projects
- Support reporting and documentation of manpower activities
- Understand best practices in project workforce management

Organisational Impact

This course helps organisations to:

- Improve workforce planning accuracy for projects
- Ensure timely mobilisation 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 labour 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 organisational skills
- Develop stronger communication with site and project teams
- Enhance problem-solving in manpower-related issues
- Understand mobilisation 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 Organisations)
- HR Assistants and Officers
- Project Coordinators (HC / HR Functions)
- Site Administrators
- Workforce / Manpower Coordinators
- Recruitment & Mobilisation 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 organisational structure and manpower needs
- Workforce lifecycle in EPC projects
- Key stakeholders in workforce coordination
- Introduction to mobilisation 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

Mobilisation, Deployment & Site Coordination

- Manpower mobilisation 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
- Demobilisation 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
- Labour documentation requirements in projects
- Subcontractor manpower monitoring
- Compliance with labour 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 utilisation awareness
- Risk management in workforce planning
- Best practices in EPC HR coordination
- Continuous improvement in manpower management
- Course summary and key takeaways

Register or ask about this course online

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