



Asia Masters Center

Managing & Supervising Projects, Consultants & Contractors – Certified Program



**Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street,
55100 Kuala Lumpur, Malaysia. | Tel: +60327326992 | Mobile: +601 8909 0379 | Fax: +60327326992
Website: <http://www.asiamasters.org/> | Email: info@asia-masters.com**

Managing & Supervising Projects, Consultants & Contractors – Certified Program

➔ Course Objective

- Assess and control work methods, resources and systems to meet site work requirements
- Contribute to controlling work quality, progress and cost at Construction Site
- Develop productive working relationships, manage changes, claims and resolve disputes
- Learn cost control and progress payment administration
- Lead project meetings and manage the performance of teams and individuals

➔ Target Audience

- New Construction Project Professionals
- Site Engineers
- Site Superintendents
- Construction Managers
- Cost Engineers



Course Outline

DAY 1

- **Organization, Health and Safety**
- The Participants: Owner, Contractor and subcontractors
- Clear characteristics of roles and responsibilities
- Contractual Issues and exposures in construction projects
- Basic Safety Rules and Compliance, Jobsite Conditions and Hazards
- Construction Equipment Safety
- Health, Safety, Environment and Sustainability Compliance and Management

DAY 2

- **Navigating, Coordinating and Harmonizing with Key Site Players**
- Employer, Consultants, Contractors, Subcontractors coordination
- Kick-off Meeting
- Owner and Contractor's Meetings
- Temporary buildings, utilities, services and confined spaces
- Security and Hazard control
- Team phases, development and harmonization – managing and matching expectations

DAY 3

- **Planning, Scheduling and Resources Commitment at Site**
- Master Schedule (Baseline): Bar chart, Network logic, Line-of-Balance
- Critical Scheduling instruments, tools and techniques
- Communicating and Updating Schedules
- Information Gathering and Feeding back
- Scheduling and Resourcing issues, challenges and way forward



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DAY 4

- **Progress Control, Monitoring and Reporting**
- Managing anticipated and unanticipated risk at site
- Factors Impacting Progress and Performance KPIs
- Tracking and evaluating Time, Cost and Quality
- Site Compliance and Corrective Action
- Project Cash flow and progress payment

DAY 5

- **Changes, Claims, Counter Claims and Dispute Resolution**
- Causes of Change and how to effectively manage Changes
- Claims, Counter Claims and Disputes
- Negotiation Strategies to manage multiple Claims and Disputes
- Complex Changes, Claims and Disputes management
- Alternative Dispute Resolution (ADR) Tools and Techniques (Mediation and Arbitration)
- The design of financial models for forecasting and decision-making
- **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.



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➔ The Cost Of The Training Program Includes The Following:

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null