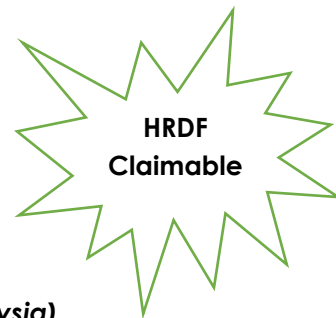




IEMTC

IEM Training Centre Sdn Bhd



Company Registration No.127273-K

SST Registration No: B16-1901-3200051

(Wholly owned subsidiary of The Institution of Engineers, Malaysia)

Wisma IEM, 1st Floor, 21, Jalan Selangor,
46150 Petaling Jaya, Selangor Darul Ehsan
P.O. Box 224 (Jalan Sultan)

46720 Petaling Jaya, Selangor Darul Ehsan

Telephone No. 03-7958 6851 Fax No. 03-7958 2851

Email: athirah@iem.org.my / nora@iem.org.my webpage: www.iemtc.com

2-Day Course on Contract Management for Construction Projects

Date: 29 & 30 April 2019
**Venue: Wisma IEM, 2nd Floor, Petaling
Jaya, Selangor**
Time: 9.00 a.m – 5.00 p.m

BEM Approved CPD Hours = TBC
Ref. No: TBC

Fees (Inclusive of 6% SST)

Grade	Offline Rate	*Online Rate
IEM Members	RM1,060.00	RM1,007.00
Non-IEM Member	RM1,590.00	RM1,537.00

*Online Rate – Please register at our website, www.iemtc.com

Terms & Conditions:

- Closing date: 12 April 2019
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / WALK-IN
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- **IEM Training Centre reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.**
- **Please be informed that the course will only be carried out if there is sufficient number of participants. The confirmation or cancellation email will be sent to the registered email address one or two weeks before the event dates.**

CANCELLATION POLICY

IEMTC reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less is 30% if cancellation is received in writing more than 7 days before the start of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.

Synopsis

Contract managers, project managers and other professionals involved in construction projects must be able to work effectively together with their Employers, contractors and sub-contractors in order to accomplish key objectives of timely completion with no cost over-run.

Because contracts are developed in an increasingly complex environment, including the rising use of nominated suppliers and nominated sub-contractors, a solid understanding of the contracting process is critical and this will give the contract personnel an advantage whether you are on the Employer's or contractor's side. Therefore a good understanding on how contracts are legally formed and how should the contract be administrated are essential for anyone who perform the role of contract administrator. A thorough understanding of the principles and the working mechanisms is crucial for one to be well equipped and be able to administer the contract confidently. This course will provide an overview of all phases of contracting, from project development and feasibility studies to completion of projects.

Benefits

- Gain a better understanding of the contract process
 - Improve the negotiation skill for construction projects
 - Understand the importance of project planning and control
 - Able to implement the safety procedures at the site
 - Understand the way to call an on-demand performance bond
 - Avoid project delays and cost over-run
 - Learn how to document for litigation or arbitration
- Understand the duties and responsibilities of architect and engineers in a construction contract

About The Course Leader

Ir. Lai Sze Ching graduated as a Mechanical Engineer from the University of Malaya. He also holds LL.B degree from the University of London and LL.M from the University of Malaya, majoring in Alternative Dispute Resolution, Arbitration Law, Remedy and Construction Law. In addition, he also holds a Diploma in International Commercial Arbitration (UK) and Certificate of Legal Practice form the Qualifying Board of Malaysia.

Ir. Lai has more than 30 years working experience in the field of construction and property development. He is currently the Managing Director of a consulting firm involved in Project and Contract Management and Contractual Claims. Ir. Lai had been invited to deliver papers on water supply and sewage treatment in various international seminars and conferences. He also written various articles on ADR, Arbitration and Construction disputes and had conducted talks on Law for Engineers and on Construction law to local companies and Universities.

Being an accreditator of Engineering Accreditation Council Malaysia, he is also actively involved in the accreditation of local engineering programmes. He is currently a member of the Industry Advisory Panel for Limkokwing University of Creative Technology and Multimedia University. Ir. Lai is also appointed as the Student Ambassador for the External Law Programme of University of London. He is empanelled as Arbitrator, Mediator and Adjudicator in the panel of Kuala Lumpur Regional Centre of Arbitration (KLRC).

Course Schedule & Outline

Day 1		Day 2	
08:30 – 09:00	Registration	08:30 – 09:00	Registration
09:00 – 10:45	<ul style="list-style-type: none">• Introduction• Legal Context of Construction Contracts	09:00 – 10:45	<ul style="list-style-type: none">• Tender Process• Contract Negotiation
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none">• Parties in Construction• Types of Construction Projects	11:00 – 12:30	<ul style="list-style-type: none">• Contract Award• Commencement of Work
13:00 – 14:00	Lunch Break	12:30 – 14:30	Lunch Break (Friday Prayer)
14:00 – 15:30	<ul style="list-style-type: none">• Project Management• Project Development and Feasibility Study	14:30 – 15:30	<ul style="list-style-type: none">• Commencement of Works (Con't)• Project Progress
15:30 – 15:45	Tea Break	15:30 – 15:45	Tea Break
15:45 – 17:00	<ul style="list-style-type: none">• Types of Standard Form of Contracts	15:45 – 17:00	<ul style="list-style-type: none">• Occupational Safety and Health• Closing of Project Account• Adjudication
17:00 – 17:30	<ul style="list-style-type: none">• Q & A	17:00 – 17:30	<ul style="list-style-type: none">• Q & A

Who Could Benefit From the Course

- Project Directors
- Contract Managers / Executives
- Project Managers / Engineers
- Project Architects
- Site Managers / Site Agent
- Quantity Surveyors
- Site Supervisors
- Developers
- Contractors and sub-contractors

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REGISTRATION FORM

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***Online Rate – Please register at our website, www.iemtc.com**

No	Name(s)	M'ship No.	Grade	Fee (RM)*
TOTAL PAYABLE				

You may make payment via Telegraphic Bank Transfer (Please forward soft copy of payment advice):-
 Account Name: **IEM TRAINING CENTRE SDN BHD**
 Account Number: 514169143176
 Bank Name: Malayan Banking Berhad
 Bank Address: Jalan Sultan, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
 Swift Code: MBBEMYKL

NB: Kindly take note that all telegraphic charges to be borne by the participants.

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of "**IEM Training Centre Sdn Bhd**" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date