

**MBAM COCD PROGRAMME FOR TRADE SUPERVISOR (FOREMAN) 10<sup>TH</sup> INTAKE**

*(Please email the registration form on or before 21<sup>st</sup> August 2017)*

MODULES TITLE & COURSE OUTLINE	TRAINING DATE & NAME OF TRAINER
<b>01CF10HR – Managing &amp; Working with People and Contractor</b> <ul style="list-style-type: none"> <li>▶ Working with People Issues in Project Organisation</li> <li>▶ Understanding Roles &amp; Responsibilities of Project Manager &amp; Project Team</li> <li>▶ Importance of Attitude Towards, Works, Cooperation &amp; Relationships of Project Team</li> <li>▶ Project Team Dynamics &amp; Key to Managing People in Projects – Motivation, Influence, Power &amp; Effectiveness</li> </ul>	<b>5<sup>th</sup> Sept 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Yeow YF
<b>02CF10HR – Effective Communication &amp; Written Communication Skills</b> <ul style="list-style-type: none"> <li>▶ Introduction to Communication Skills</li> <li>▶ Understanding Verbal, Non-verbal &amp; Written Communication</li> <li>▶ Communication Cycle &amp; Communication</li> <li>▶ Type of Written Communication &amp; Getting Written Messages Across Clearly</li> </ul>	<b>5<sup>th</sup> Sept 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Yeow YF
<b>03CF01BM – Systematic Problem Solving &amp; Decision Making Skills</b> <ul style="list-style-type: none"> <li>▶ Problems Solving</li> <li>▶ Pitfalls in Decision Making Process</li> <li>▶ Range of Actions in the Decision Making Process</li> </ul>	<b>12<sup>th</sup> Sept 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Yeow YF
<b>04CF04PS – Effective Project Planning &amp; Scheduling Using Critical Path Analysis (CPA) Method</b> <ul style="list-style-type: none"> <li>▶ Stages &amp; Critical Factors in Project Planning, Monitoring &amp; Control</li> <li>▶ Principles of Effective Construction Project Planning for Successful Project Implementation</li> <li>▶ Types, Purposes &amp; Content of Construction Project Schedulers, Project Planning &amp; Management</li> <li>▶ Post Contract (Awards) Scheduling – Establishing &amp; Maintaining Construction Project Schedule During Contract Execution with Specific Emphasis on the Principles of CPA Networking Scheduling Method</li> </ul>	<b>12<sup>th</sup> Sept 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Yeow YF
<b>05CF05CM – Construction Procurement Systems &amp; Contract Documentation</b> <ul style="list-style-type: none"> <li>▶ An Overview of the Construction Procurement Systems</li> <li>▶ Effects of the Construction Procurement Systems &amp; Contractual Arrangement on the Management Structure of Construction Project</li> <li>▶ Appreciating the Use of Standard Form of Contract for Construction Projects &amp; Understanding the Types of Contract Documents for Project Execution</li> <li>▶ Identifying &amp; Performing Effective Contract Administration with the Appropriate Project Documents</li> </ul>	<b>19<sup>th</sup> Sept 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Ho CL
<b>06CF05CM – Construction Payment Application &amp; Information Management</b> <ul style="list-style-type: none"> <li>▶ Understanding Project Interim Payment Application &amp; Certification</li> <li>▶ Construction Drawing &amp; Information Management</li> <li>▶ Management of Drawing &amp; Information for Construction Contract Administration</li> <li>▶ Communication &amp; Dissemination of Construction Information</li> </ul>	<b>19<sup>th</sup> Sept 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Ho CL
<b>07CF06SM – Site Preparation &amp; Organisation, Surveying &amp; Setting Out</b> <ul style="list-style-type: none"> <li>▶ The Nature &amp; Types of Construction Project Sites</li> <li>▶ Site Layout, Preparation &amp; Control</li> <li>▶ Site Organisation &amp; Setting Out for Construction</li> <li>▶ Planning for Site Preparation &amp; Organisation</li> </ul>	<b>26<sup>th</sup> Sept 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Wong KY
<b>08CF06SM – Monitoring &amp; Supervising Construction Safety &amp; Environmental Policies</b> <ul style="list-style-type: none"> <li>▶ Planning &amp; Operation of Safe Working Environment</li> <li>▶ Effects of Construction Activities to the Environment</li> <li>▶ Construction safety, Health &amp; Environment Issues</li> </ul>	<b>26<sup>th</sup> Sept 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Wong KY
<b>09CF06SM – Construction Resource Planning &amp; Management</b> <ul style="list-style-type: none"> <li>▶ Time VS Resource Constrained Project Planning &amp; Scheduling</li> <li>▶ Resource Allocation &amp; Utilisation in Project Execution</li> <li>▶ Resource Inventory Control &amp; Store Management</li> <li>▶ Resource Management &amp; Wastage Control</li> </ul>	<b>3<sup>rd</sup> Oct 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Yeow YF
<b>10CF04PS – Project “S” Curve &amp; Baseline Management for Cost &amp; Time Monitoring &amp; Control</b> <ul style="list-style-type: none"> <li>▶ Elements of Effective Construction Project Monitoring &amp; Control</li> <li>▶ Project Scheduling Requirement for Contract Compliance &amp; Executive</li> <li>▶ Project “S” Curve &amp; Earned Value Management (EVM) in Project Time &amp; Cost Monitoring &amp; Control</li> <li>▶ Changes, Disruption &amp; Time Control in Project Execution</li> </ul>	<b>3<sup>rd</sup> Oct 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Yeow YF
<b>11CF06SM – Quality Assurance &amp; Control &amp; ISO9000 for Construction</b> <ul style="list-style-type: none"> <li>▶ Quality &amp; Quality Assurance in Construction Projects</li> <li>▶ Implementing &amp; Maintaining Quality in Construction Works &amp; Activities</li> <li>▶ Backbone of Quality Management System &amp; Documentation</li> </ul>	<b>10<sup>th</sup> Oct 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Yeow YF
<b>12CF06SM – Quality Management &amp; Assessment for Construction</b> <ul style="list-style-type: none"> <li>▶ Fundamental of the Construction Process &amp; Products in Quality Achievement</li> <li>▶ Quality Management &amp; the Construction Process in Quality Achievement</li> <li>▶ Quality Standards for Construction Works &amp; Development Projects</li> <li>▶ Principles &amp; Practices of Construction Quality Assessment</li> </ul>	<b>10<sup>th</sup> Oct 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Yeow YF
<b>Additional class for briefing on preparation and presentation of assignment</b>	<b>11<sup>th</sup> – 23<sup>rd</sup> Oct 2017</b> <i>(select 1 day only)</i> 9.00 a.m.- 5.00 p.m.
<b>13CF06SM501 &amp; 502 – Effective Construction Project Supervision &amp; Control</b> <ul style="list-style-type: none"> <li>▶ Tip for Construction Project Management Success</li> <li>▶ Effective Construction Project Supervision &amp; Control – Schedule, Cost, Quality &amp; Scope</li> <li>▶ Duties &amp; Responsibilities of Construction Foremen Towards Project Success</li> <li>▶ Ladder of Opportunity &amp; Career Advancement</li> </ul>	<b>24<sup>th</sup> Oct 2017 (Tuesday)</b> 9.00 a.m. - 1.00 p.m. Yeow YF
<b>COCD Assessment and Evaluation</b>	<b>24<sup>th</sup> Oct 2017 (Tuesday)</b> 2.00 p.m. - 6.00 p.m. Yeow YF, Ho CL, Wong KY