

MBAM COCD PROGRAMME FOR TRADE SUPERVISOR (FOREMAN) 10TH INTAKE, KUALA LUMPUR

(Please email the registration form to mbam19@mbam.org.my on or before 19th February 2018)

MODULES TITLE & COURSE OUTLINE	TRAINING DATE & NAME OF TRAINER
01CF10HR – Managing & Working with People and Contractor <ul style="list-style-type: none"> ▶ Working with People Issues in Project Organisation ▶ Understanding Roles & Responsibilities of Project Manager & Project Team ▶ Importance of Attitude Towards, Works, Cooperation & Relationships of Project Team ▶ Project Team Dynamics & Key to Managing People in Projects – Motivation, Influence, Power & Effectiveness 	13 Mar 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Yeow YF
02CF10HR – Effective Communication & Written Communication Skills <ul style="list-style-type: none"> ▶ Introduction to Communication Skills ▶ Understanding Verbal, Non-verbal & Written Communication ▶ Communication Cycle & Communication ▶ Type of Written Communication & Getting Written Messages Across Clearly 	13 Mar 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Yeow YF
03CF01BM – Systematic Problem Solving & Decision Making Skills <ul style="list-style-type: none"> ▶ Problems Solving ▶ Pitfalls in Decision Making Process ▶ Range of Actions in the Decision Making Process 	27 Mar 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Yeow YF
04CF04PS – Effective Project Planning & Scheduling Using Critical Path Analysis (CPA) Method <ul style="list-style-type: none"> ▶ Stages & Critical Factors in Project Planning, Monitoring & Control ▶ Principles of Effective Construction Project Planning for Successful Project Implementation ▶ Types, Purposes & Content of Construction Project Schedulers, Project Planning & Management ▶ Post Contract (Awards) Scheduling – Establishing & Maintaining Construction Project Schedule During Contract Execution with Specific Emphasis on the Principles of CPA Networking Scheduling Method 	27 Mar 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Yeow YF
05CF05CM – Construction Procurement Systems & Contract Documentation <ul style="list-style-type: none"> ▶ An Overview of the Construction Procurement Systems ▶ Effects of the Construction Procurement Systems & Contractual Arrangement on the Management Structure of Construction Project ▶ Appreciating the Use of Standard Form of Contract for Construction Projects & Understanding the Types of Contract Documents for Project Execution ▶ Identifying & Performing Effective Contract Administration with the Appropriate Project Documents 	10 Apr 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Ho CL
06CF05CM – Construction Payment Application & Information Management <ul style="list-style-type: none"> ▶ Understanding Project Interim Payment Application & Certification ▶ Construction Drawing & Information Management ▶ Management of Drawing & Information for Construction Contract Administration ▶ Communication & Dissemination of Construction Information 	10 Apr 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Ho CL
07CF06SM – Site Preparation & Organisation, Surveying & Setting Out <ul style="list-style-type: none"> ▶ The Nature & Types of Construction Project Sites ▶ Site Layout, Preparation & Control ▶ Site Organisation & Setting Out for Construction ▶ Planning for Site Preparation & Organisation 	24 Apr 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Wong KY
08CF06SM – Monitoring & Supervising Construction Safety & Environmental Policies <ul style="list-style-type: none"> ▶ Planning & Operation of Safe Working Environment ▶ Effects of Construction Activities to the Environment ▶ Construction safety, Health & Environment Issues 	24 Apr 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Wong KY
09CF06SM – Construction Resource Planning & Management <ul style="list-style-type: none"> ▶ Time VS Resource Constrained Project Planning & Scheduling ▶ Resource Allocation & Utilisation in Project Execution ▶ Resource Inventory Control & Store Management ▶ Resource Management & Wastage Control 	08 May 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Yeow YF
10CF04PS – Project "S" Curve & Baseline Management for Cost & Time Monitoring & Control <ul style="list-style-type: none"> ▶ Elements of Effective Construction Project Monitoring & Control ▶ Project Scheduling Requirement for Contract Compliance & Executive ▶ Project "S" Curve & Earned Value Management (EVM) in Project Time & Cost Monitoring & Control ▶ Changes, Disruption & Time Control in Project Execution 	08 May 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Yeow YF
11CF06SM – Quality Assurance & Control & ISO9000 for Construction <ul style="list-style-type: none"> ▶ Quality & Quality Assurance in Construction Projects ▶ Implementing & Maintaining Quality in Construction Works & Activities ▶ Backbone of Quality Management System & Documentation 	22 May 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Yeow YF
12CF06SM – Quality Management & Assessment for Construction <ul style="list-style-type: none"> ▶ Fundamental of the Construction Process & Products in Quality Achievement ▶ Quality Management & the Construction Process in Quality Achievement ▶ Quality Standards for Construction Works & Development Projects ▶ Principles & Practices of Construction Quality Assessment 	22 May 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Yeow YF
Additional class for briefing on preparation and presentation of assignment	23 May – 04 Jun 2018 <i>(select 1 day only)</i> 9.00 a.m.- 5.00 p.m.
13CF06SM501 & 502 – Effective Construction Project Supervision & Control <ul style="list-style-type: none"> ▶ Tip for Construction Project Management Success ▶ Effective Construction Project Supervision & Control – Schedule, Cost, Quality & Scope ▶ Duties & Responsibilities of Construction Foremen Towards Project Success ▶ Ladder of Opportunity & Career Advancement 	05 Jun 2018 (Tuesday) 9.00 a.m. - 1.00 p.m. Yeow YF
COCD Assessment and Evaluation	05 Jun 2018 (Tuesday) 2.00 p.m. - 6.00 p.m. Yeow YF, Ho CL, Wong KY