

**Occupational Competency Development (COCD) For Construction Trade Supervisors
(Foreman), KL 12th intake**

Module Title & Content Outline	Tentative Date
<p>LP01SC10HR/01/01 Managing & Working With People & Contractors</p> <ul style="list-style-type: none"> ✔ Characteristics Of The Construction Industry & Working With People Issues In Project Organisation ✔ Understanding Roles & Responsibilities Of Construction Trade Foremen/ Supervisors & The Project Team ✔ Importance Of Attitude Towards, Works, Cooperation & Relationships Of Project Team ✔ Project Team Dynamics & Keys To Managing People In Projects – Motivation, Influence, Power & Effectiveness 	<p>30 July 2019 (Tue) 9:00am-1:00pm</p>
<p>LP02SC10HR/01/02 Effective Communication & Written Communication Skills In Construction</p> <ul style="list-style-type: none"> ✔ Introduction To Communication Skills ✔ Understanding Verbal, Non-Verbal & Written Communication ✔ Communication Cycle & Communication For Construction Trade Foremen/ Supervisors ✔ Type Of Written Communication & Getting Written Messages Across Clearly 	<p>30 July 2019 (Tue) 2:00pm-6:00pm</p>
<p>LP03SC01BM/01/03 Systematic Problem Solving & Decision Making In Construction</p> <ul style="list-style-type: none"> ✔ Problems In Problems Solving ✔ Pitfalls In Decision Making Process ✔ Range Of Actions In The Decision Making Process ✔ Problem Solving & Decision Making For Construction Trade Foremen/ Supervisors 	<p>13 Aug 2019 (Tue) 9:00am-1:00pm</p>
<p>LP04SC04PS/01/04 Effective Construction Project Planning & Scheduling Using Gantt Chart & Linked Bar Chart</p> <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 Schedules, Project Planning & Organisation For Construction Trade Foremen/ Supervisors ✔ Post Contract (Awards) Scheduling – Establishing & Maintaining Construction Project Schedule During Contract Execution With Specific Emphasis On Interdependencies Of Construction Activities 	<p>13 Aug 2019 (Tue) 2:00pm-6:00pm</p>
<p>LP05SC05CM/01/05 Construction Contracts, Contract Document & The Procurement System</p> <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 ✔ Importance Of Appropriate Contract Documents For Effective Contract Administration & Project Execution 	<p>27 Aug 2019 (Tue) 9:00am-1:00pm</p>
<p>LP05SC05CM/02/06 Construction Information & Payment Application</p> <ul style="list-style-type: none"> ✔ Importance Of Construction Drawing & Information For Construction Trade Foremen/ Supervisors ✔ Record Keeping Of Construction Drawing & Information Project Execution ✔ Communication & Dissemination Of Construction Information For Construction Execution ✔ Understanding Project Interim Payment Application & Certification 	<p>27 Aug 2019 (Tue) 2:00pm-6:00pm</p>
<p>LP06SC06SM/01/07 Site Preparation & Organisation, Surveying & Setting Out</p> <ul style="list-style-type: none"> ✔ The Nature & Types Of Construction Project Sites ✔ Site Layout, Preparation & Control ✔ Planning For Site Preparation & Organisation For Construction Trade Foremen/ Supervisors ✔ Site Organisation & Setting Out For Construction 	<p>10 Sep 2019 (Tue) 9:00am-1:00pm</p>

Module Title & Content Outline	Tentative Date
<p>LP06SC06SM/02/08 Monitoring & Supervising Construction Safety, Health & Environmental Policies</p> <ul style="list-style-type: none"> ✔ Problems Related To Site Safety & Causes Of Accidents ✔ Planning & Operation Of Safe Working Environment ✔ Environmental Issues In Construction Projects & The Effects Of Construction Activities To The Environment ✔ Cis 10 & Cis 25 On Construction Safety, Health & Environment Issues For Construction Trade Foremen/ Supervisors 	<p>10 Sep 2019 (Tue) 2:00pm-6:00pm</p>
<p>LP07SC06SM/01/09 Construction Resource Scheduling, Inventory & Wastage Control</p> <ul style="list-style-type: none"> ✔ Time Vs. Resource Constraint Project Planning & Scheduling ✔ Resource Allocation & Utilisation In Project Execution For Construction Trade Foremen/ Supervisors ✔ Resource Inventory & Store Control For Construction Trade Foremen/ Supervisors ✔ Material Handling & Wastage Control For Construction Trade Foremen/ Supervisors 	<p>24 Sep 2019 (Tue) 9:00am-1:00pm</p>
<p>LP08SC04PS/04/10 Project “S” Curve & Baseline Tracking For Construction Project Monitoring & Control</p> <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 	<p>24 Sep 2019 (Tue) 2:00pm-6:00pm</p>
<p>LP08SC06SM/02/11 Quality Assurance & ISO 9000 In Construction</p> <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 ✔ Quality Management Principles & The Iso 9000 Quality Standards 	<p>8 Oct 2019 (Tue) 9:00am-1:00pm</p>
<p>LP08SC06SM/03/12 Quality Performance & Assessment For Construction</p> <ul style="list-style-type: none"> ✔ Fundamentals Of The Construction Process & Products In Quality Achievement ✔ Quality Management & The Construction Process In Quality Achievement ✔ Workmanship Quality Standards – CIS 7 & CIS 19 For Completed Construction Works ✔ Principles & Practices Of Quality Assessment System (QLASSIC) 	<p>8 Oct 2019 (Tue) 2:00pm-6:00pm</p>
<p>Additional class for briefing on preparation and presentation of assignment</p>	<p>9 Oct – 21 Oct 2019 (select 1 day only) 9.00 a.m.- 5.00 p.m.</p>
<p>LP08SC06SM/01/13 Effective Construction Project Supervision & Control Of Work Performance</p> <ul style="list-style-type: none"> ✔ Effective Construction Project Supervision & Control – Schedule, Cost, Quality & Scope ✔ Duties & Responsibilities Of Construction Trade Foremen/ Supervisors Towards Project Success ✔ Ladder Of Opportunity & Career Advancement For Construction Trade Foremen/ Supervisors ✔ Assessment & Certification Of Construction Supervisors Under The Revised CIDB Act 520 	<p>22 Oct 2019 (Tue) 9:00am-1:00pm</p>
<p>COCD Assessment and Evaluation</p>	<p>22 Oct 2019 (Tue) 2:00pm-6:00pm</p>