

## Occupational Competency Development (COCD) For Construction Trade Supervisors (Foreman)

Module No.	Module Title & Content Outline	Tentative Date
LP01SC10HR/01/01	<p><b>Managing &amp; Working With People &amp; Contractors</b></p> <ul style="list-style-type: none"> <li>✔ Characteristics Of The Construction Industry &amp; Working With People Issues In Project Organisation</li> <li>✔ Understanding Roles &amp; Responsibilities Of Construction Trade Foremen/ Supervisors &amp; The Project Team</li> <li>✔ Importance Of Attitude Towards Works, Cooperation &amp; Relationships Of Project Team</li> <li>✔ Project Team Dynamics &amp; Keys To Managing People In Projects – Motivation, Influence, Power &amp; Effectiveness</li> </ul>	26 <sup>th</sup> March 2019 9am-1pm
LP02SC10HR/01/02	<p><b>Effective Communication &amp; Written Communication Skill In Construction</b></p> <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 For Construction Trade Foremen/ Supervisors</li> <li>✔ Type Of Written Communication &amp; Getting Written Messages Across Clearly</li> </ul>	26 <sup>th</sup> March 2019 2pm-6pm
LP03SC01BM/01/03	<p><b>Systematic Problem Solving &amp; Decision Making In Construction</b></p> <ul style="list-style-type: none"> <li>✔ Problems In Problem Solving</li> <li>✔ Pitfalls In Decision Making Process</li> <li>✔ Range Of Actions In The Decision Making Process</li> <li>✔ Problem Solving &amp; Decision Making For Construction Trade Foremen/ Supervisors</li> </ul>	3 <sup>rd</sup> April 2019 9am-1pm
LP04SC04PS/01/04	<p><b>Effective Construction Project Planning &amp; Scheduling Using Gantt Chart &amp; Linked Bar Chart</b></p> <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 Schedules, Project Planning &amp; Organisation For Construction Trade Foremen/ Supervisors</li> <li>✔ Post Contract (Award) Scheduling – Establishing &amp; Maintaining Construction Project Schedule During Contract Execution With Specific Emphasis On Interdependencies Of Construction Activities</li> </ul>	3 <sup>rd</sup> April 2019 2pm-6pm
LP05SC05CM/01/05	<p><b>Construction Contract, Contract Document &amp; The Procurement System</b></p> <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; The Types Of Contract Documents For Project Execution</li> <li>✔ Importance Of Appropriate Contract Documents For Effective Contract Administration &amp; Project Execution</li> </ul>	16 <sup>th</sup> April 2019 9am-1pm
LP05SC05CM/02/06	<p><b>Construction Information &amp; Payment Application</b></p> <ul style="list-style-type: none"> <li>✔ Understanding Project Interim Payment Application &amp; Certification</li> <li>✔ Importance Of Construction Drawing &amp; Information For Construction Trade Foremen/ Supervisors</li> <li>✔ Record Keeping Of Construction Drawings &amp; Information For Contract Administration</li> <li>✔ Communication &amp; Dissemination Of Construction Information For Construction Execution</li> </ul>	16 <sup>th</sup> April 2019 2pm-6pm

Module No.	Module Title & Content Outline	Tentative Date
LP06SC06SM/01/07	<b>Project Setting Out, Construction Site Preparation &amp; Work Organisation</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 For Construction Trade Foremen/ Supervisors</li> </ul>	23 <sup>rd</sup> April 2019 9am-1pm
LP06SC06SM/02/08	<b>Monitoring &amp; Supervising Construction Safety, Health &amp; Environmental Policies</b> <ul style="list-style-type: none"> <li>✔ Planning &amp; Operation Of Safe Working Environment</li> <li>✔ Environmental Issues In Construction Projects &amp; The Effects Of Construction Activities To The Environment</li> <li>✔ CIS 10 &amp; CIS 25 On Construction Safety, Health &amp; Environmental Issues For Construction Trade Foremen/ Supervisors</li> </ul>	23 <sup>rd</sup> April 2019 2pm-6pm
LP07SC06SM/01/09	<b>Construction Resource Scheduling, Inventory &amp; Wastage Control</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 For Construction Trade Foremen/ Supervisors</li> <li>✔ Resource Inventory Control &amp; Store Management For Construction Trade Foremen/ Supervisors</li> <li>✔ Resource Management &amp; Wastage Control For Construction Trade Foremen/ Supervisors</li> </ul>	7 <sup>th</sup> May 2019 9am-1pm
LP08SC04PS/04/10	<b>Project S Curve &amp; Baseline Tracking For Construction Project 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; Execution</li> <li>✔ Project “S” Curve &amp; Earned Value Management (EVM) In Project Time &amp; Cost Monitoring &amp; Control</li> <li>✔ Changes, Disruptions &amp; Time Control In Project Execution</li> </ul>	7 <sup>th</sup> May 2019 2pm-6pm
LP08SC06SM/02/11	<b>Quality Assurance &amp; ISO 9000 In 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> <li>✔ Quality Management Principles &amp; The ISO 9000 Quality Standards</li> </ul>	14 <sup>th</sup> May 2019 9am-1pm
LP08SC06SM/03/12	<b>Quality Performance &amp; Assessment In Construction</b> <ul style="list-style-type: none"> <li>✔ Fundamentals Of The Construction Process &amp; Products In Quality Achievement</li> <li>✔ Quality Management &amp; The Construction Process in Quality Achievement</li> <li>✔ Workmanship Standards – CIS 7 &amp; CIS 19 For Completed Construction Works</li> <li>✔ Principles &amp; Practices Of Quality Assessment System (Qlassic)</li> </ul>	14 <sup>th</sup> May 2019 2pm-6pm
LP08SC06SM/01/13	<b>Effective Construction Project Supervision &amp; Control Of Work Performance</b> <ul style="list-style-type: none"> <li>✔ Effective Construction Project Supervision &amp; Control – Schedule, Cost, Quality &amp; Scope</li> <li>✔ Duties &amp; Responsibilities Of Construction Trade Foremen/ Supervisors Towards Project Success</li> <li>✔ Ladder Of Opportunity &amp; Career Advancement For Construction Trade Foremen/ Supervisors</li> <li>✔ Assessment &amp; Certification Of Construction Supervisors Under The Revised CIDB Act 520</li> </ul>	28 <sup>th</sup> May 2019 9am-1pm
	<b>Presentation Evaluation</b>	28 <sup>th</sup> May 2019 2pm-6pm