

No	Title & Content Outline	Date & Time
1	<p>01BM101 Construction Industry & The Building Process (01C01/01BM/01)</p> <ul style="list-style-type: none"> ✔ Challenges Of The Construction Industry & Its Effects On National Economy ✔ The Construction Industry Building Process & The Parties Involved ✔ The Overall Project Objectives For Achievement Of Successful Project Implementation ✔ Pre-requisites Of Effective Construction Project Supervision & Management For Project Success 	<p>Fri, 05 Jan 18 2:15 – 6:15PM</p>
2	<p>01BM102 Time, Cost, Quality & Occupational Safety, Health & Environmental (OSHE) Management (01C01/01BM/02)</p> <ul style="list-style-type: none"> ✔ Critical Success Factors For Construction Projects ✔ Managing Time & Cost In Relation To Quality Of Work ✔ Quality Achievement & Control In Construction Projects ✔ Construction Occupational Safety, Health & Environmental Management & Control For Construction Projects 	<p>Sat, 06 Jan 18 9:00 – 1:00PM</p>
3	<p>01BM104 Managing Successful Construction & Development Projects (01C01/01BM/04)</p> <ul style="list-style-type: none"> ✔ Challenges & The Governing Factors Of The Construction Contracting Environment ✔ Analysing & Assessing Strengths & Weaknesses, Business Opportunities & Threats (SWOT & PEST Analysis) In Construction ✔ Pre-requisites & Requirements (KPI – Key Performance Indicators) For Project Success ✔ Streamlining Project Management & Managing Projects Successfully 	<p>Sat, 06 Jan 18 2:00 – 6:00PM</p>
4	<p>01BM311 Risks & Uncertainties In Construction (13D05/05CM/03)</p> <ul style="list-style-type: none"> ✔ The Nature & Complexity Of Construction Projects ✔ Risks & Uncertainties In Situations Typical Of Managing Construction Projects ✔ Avoiding & Minimising Construction Risks & Uncertainties In Construction ✔ Managing & Controlling Risk & Uncertainties In Construction 	<p>Fri, 12 Jan 18 2:15 – 6:15PM</p>
5	<p>01BM314 Systematic Approach In Effective Contract Negotiation (13D05/05CM/06)</p> <ul style="list-style-type: none"> ✔ Characteristics & Critical Factors Of Contract Negotiation ✔ Negotiation Principles & Techniques ✔ Dealing With Difficult Negotiators ✔ Systematic Approach In Effective Contract Negotiation 	<p>Sat, 13 Jan 18 9:00 – 1:00PM</p>
6	<p>01BM315 Contract Negotiation Techniques & Strategies (13D05/05CM/07)</p> <ul style="list-style-type: none"> ✔ Integrative Versus Distributive Approach In Contract Negotiation ✔ Planning & Preparing For Successful Contract Negotiation ✔ Strategising Successful Contract Negotiation ✔ The Art Of Successful Negotiation 	<p>Sat, 13 Jan 18 2:00 – 6:00PM</p>

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7	03TE101 Effective Tendering & Estimating (10E02/03TE/01) <ul style="list-style-type: none"> ✔ Principles & Practices Of Estimating ✔ Types Of Estimating Techniques ✔ Practical Approach In Estimating ✔ Information Technology Application In Estimating 	Thu, 18 Jan 18 2:15 – 6:15PM
8	03TE103 Cost Planning & Analysis For Project Tender Estimates (10E02/03TE/03/D02) <ul style="list-style-type: none"> ✔ Fundamentals Of Quantities & Measurement ✔ Purposes & Kinds Of Construction & Project Estimates ✔ Cost Planning & Estimating ✔ Dimensions, Measurements & Cost Analysis 	Fri, 19 Jan 18 2:15 – 6:15PM
9	03TE501 Tendering & Estimating Project Preliminaries (10E02/03TE/07) <ul style="list-style-type: none"> ✔ Factors Influencing Cost Of Preliminaries ✔ Data Collection & Analysis For Pricing ✔ Approach In Building-up Rates ✔ Building-up Unit Rates For Preliminaries 	Sat, 20 Jan 18 9:00 – 1:00PM
10	06SM304 Organising & Controlling Construction Project Preliminaries (16E05/06SM/02) <ul style="list-style-type: none"> ✔ An Overview On Construction Project Preliminaries ✔ Problems In The Execution Of Construction Project Preliminaries ✔ Monitoring & Controlling Cost On Site Overheads ✔ A Systematic Approach In The Administration Of Project Preliminaries 	Sat, 20 Jan 18 2:00 – 6:00PM
11	04PS101 Effective Project Planning & Scheduling I (11D04/04PS/01) <ul style="list-style-type: none"> ✔ Stages & Critical Factors In Project Planning, Monitoring & Control ✔ Principles Of Effective Construction Project Planning For Successful Project Implementation ✔ Cost & Time Distinction In Construction Project Planning ✔ Distinction Between Project Planning & Scheduling – Best Practices In Construction Project Planning & Scheduling 	Fri, 26 Jan 18 2:15 – 6:15PM
12	04PS201 Project Planning & Scheduling Using Gantt/ Bar Chart & Critical Path Analysis (CPA) Methods II (11D04/04PS/02) <ul style="list-style-type: none"> ✔ Types, Purposes & Content Of Construction Project Schedules ✔ Common Scheduling Techniques For Construction & Project Development ✔ Comparing Traditional Gantt (Bar) Chart & Network Diagram – Do-It-Yourself In Preparing A Construction Project Schedule ✔ Principles & Types Of Critical Path Analysis (CPA) Network Scheduling Methods 	Sat, 27 Jan 18 9:00 – 1:00PM

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13	<p>04PS202 Project Planning & Scheduling Using Gantt/ Bar Chart & Critical Path Analysis (CPA) Methods III (11D04/04PS/03)</p> <ul style="list-style-type: none"> ✔ Scheduling As Part Of Construction Project Management Process ✔ Project Planning & Scheduling Using CPA Network Scheduling Methods ✔ Do-It-Yourself In Preparing A Construction Project Schedule Using The CPA Method ✔ Post Contract (Award) Scheduling – Establishing & Maintaining Construction Project Schedule During Contract Execution 	<p>Sat, 27 Jan 18 2:00 – 6:00PM</p>
14	<p>05CM201 Construction Procurement System & Contractual Arrangement (12C05/05CM/01)</p> <ul style="list-style-type: none"> ✔ An Overview Of The Construction Procurement Systems ✔ Types & Characteristics Of The Construction Procurement Systems ✔ Contractual Arrangement In Relation To The Respective Procurement Systems ✔ Effects Of The Construction Procurement System& Contractual Arrangement On The Management Structure Of Construction Project 	<p>Thu, 08 Feb 18 2:15 – 6:15PM</p>
15	<p>05CM202 Construction Contracts, Contractual Rights & Obligations (12C05/05CM/02)</p> <ul style="list-style-type: none"> ✔ An Overview Of The Law Of Contract ✔ Contract Terms & The Nature Of Construction Contracts ✔ Essential Criteria For The Formation Of Valid Contracts ✔ Considerations Of Implications & Consequences Prior Commitment To A Contract 	<p>Fri, 09 Feb 18 2:15 – 6:15PM</p>
16	<p>05CM302 Construction Contracts & Contract Documentation (12C05/05CM/03)</p> <ul style="list-style-type: none"> ✔ Appreciating The Use Of Standard Form Of Contract For Construction Projects ✔ Understanding The Types Of Contract Documents For Project Execution ✔ Identifying The Appropriate Project Documents For Contract Administration ✔ Performing Effective Contract Administration With The Appropriate Project Documents 	<p>Sat, 10 Feb 18 9:00 – 1:00PM</p>
17	<p>05CM303 Effective Construction Drawing & Information Management (24E08/05CM/03)</p> <ul style="list-style-type: none"> ✔ Principles Of Construction Drawing & Information Management ✔ Management Of Drawings & Information For Tendering ✔ Management Of Drawings & Information For Construction & Contract Administration ✔ Communication & Dissemination Of Construction Information For Contract Execution 	<p>Sat, 10 Feb 18 2:00 – 6:00PM</p>

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18	<p>06SM102 Construction Site Preparation & Organisation (15D06/06SM/02/E05)</p> <ul style="list-style-type: none"> ✓ The Nature & Types Of Construction Project Sites ✓ Planning For Site Preparation & Organisation ✓ Site Layout, Preparation & Control ✓ Site Organisation & Setting Out For Construction 	<p>Fri, 09 Mar 18 2:15 – 6:15PM</p>
19	<p>06SM301 Organising & Controlling Project Work Performance (16E05/06SM/01)</p> <ul style="list-style-type: none"> ✓ Project Monitoring & Control In Construction Project Management ✓ Critical Factors In Managing Project Performance To Expectation ✓ Planning & Organising Control In Project Work Performance ✓ Measuring & Evaluating Project Work Performance 	<p>Sat, 10 Mar 18 9:00 – 1:00PM</p>
20	<p>06SM302 Construction Material Management & Wastage Control (15D06/06SM/05/E04)</p> <ul style="list-style-type: none"> ✓ Principles & Practices Of Material Management & Wastage Control ✓ Types Of Construction Wastes & Wastage Prevention ✓ Wastage Control Through Material Reconciliation & Wastage Factor Evaluation ✓ Roles Of Site Personnel In Effective Material Management & Wastage Control 	<p>Sat, 10 Mar 18 2:00 – 6:00PM</p>
21	<p>06SM305 Nominated & Domestic Sub-contract Work Coordination (16E05/06SM/03)</p> <ul style="list-style-type: none"> ✓ Effects Of Procurement System & Contractual Arrangement To Contractor's Management Organisation ✓ Importance Of Effective Sub-contract Work Coordination & Control ✓ Practical Approach In Effective Sub-contract Work Coordination & Control ✓ Avoidance Of Pitfalls In Sub-contract Work Coordination 	<p>Fri, 23 Mar 18 2:15 – 6:15PM</p>
22	<p>06SM306 Practical Completion & Project Close-out (16E05/06SM/04)</p> <ul style="list-style-type: none"> ✓ Sectional & Practical Completion Of Contract Works ✓ Obligations Of Contractors In Defect Rectification ✓ Certificate Of Making Good Defects & The Release Of Retention Sum ✓ Practical Approach To Project Close-out 	<p>Sat, 24 Mar 18 9:00 – 1:00PM</p>
23	<p>06SM906 Application Of The "5S" Principles & Practices For Effective Project Housekeeping & Sustainable Construction (20D07/06SM/06)</p> <ul style="list-style-type: none"> ✓ An Overview On The "5S" Principles & Practices Project Housekeeping ✓ Reducing Waste Through The Good Practice Of Housekeeping ✓ Planning & Implementing "5S" On Construction Site ✓ Planning & Implementing "5S" Audit For Continuous Improvement 	<p>Sat, 24 Mar 18 2:00 – 6:00PM</p>