



IEM

The Institution of Engineers, Malaysia

VIRTUAL 2 DAY COURSE ON CONTRACT MANAGEMENT FOR CONSTRUCTION PROJECTS

BEM APPROVED CPD: 14

REF NO: IEM24/HQ/272/C (w)

ORGANISED BY: PROJECT MANAGEMENT TECHNICAL DIVISION, IEM

SPEAKER :
Ir. LAI SZE CHING

**20 & 21 AUGUST 2024,
TUESDAY & WEDNESDAY
9.00AM - 5.30PM**

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CLOSING DATE: 9 AUGUST 2024

	ONLINE (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	NORMAL FEE (RM) (By fax & email) Payment by cash, credit card and bank-in
IEM Student Member	125.00	240.00
IEM Graduate Member	250.00	300.00
IEM Corporate Member	400.00	450.00
Non-IEM Member	960.00	1020.00

Register Online at www.myiem.org.my

SYNOPSIS

Contract managers, project managers and other professionals involved in construction projects must be able to work effectively together with their Employers, contractors and sub-contractors in order to accomplish key objectives of timely completion with no cost over-run.

Because contracts are developed in an increasingly complex environment, including the rising use of nominated suppliers and nominated sub-contractors, a solid understanding of the contracting process is critical and this will give the contract personnel an advantage whether you are on the Employer's or contractor's side. Therefore a good understanding on how contracts are legally formed and how should the contract be administered are essential for anyone who perform the role of contract administrator. A thorough understanding of the principles and the working mechanisms is crucial for one to be well equipped and be able to administer the contract confidently. This course will provide an overview of all phases of contracting, from project development and feasibility studies to completion of projects.

BENEFIT

- Gain a better understanding of the contract process
- Improve the negotiation skill for construction projects
- Understand the importance of project planning and control
- Able to implement the safety procedures at the site
- Understand the way to call an on-demand performance bond
- Avoid project delays and cost over-run
- Learn how to document for litigation or arbitration
- Understand the duties and responsibilities of architect and engineers in a construction contract

ABOUT THE COURSE LEADER

Ir. LAI SZE CHING, graduated as a Mechanical Engineer from the University of Malaya. He also holds LL.B degree from University of London and LL.M from University of Malaya, majoring in Construction Law, Alternative Dispute Resolution, Arbitration Law, Remedy and Civil Procedure. In addition, he also holds a Certificate of Legal Practice from Qualifying Board of Malaysia and Diploma in International Commercial Arbitration (Clarb UK). Ir Lai is a Fellow Member of Chartered Institute of Arbitrators (UK), Malaysian Society of Adjudicators, Malaysia Institute of Arbitrators (Mlarb) and Asian Institute of Alternative Dispute Resolution (AiADR). He is also a Fellow Member of the Institution of Engineers, Malaysia (IEM) and Honourable Fellow Member of Asean Federation of Engineering Organisation (AFEO).

Ir. Lai has more than 30 years working experience in the field of construction, property development and contractual claims. He is currently the Managing partner of an Adjudication & Arbitration Chamber and the Managing Director of a consulting firm specialised in project management. He has authored many articles on ADR, Arbitration and Construction Law and had conducted talks on ADR, Law for Engineers and on Construction Law to local companies and Universities.

Being an accreditator of Engineering Accreditation Council Malaysia, he is also actively involved in the accreditation of local engineering programmes. Ir. Lai has also been appointed as the Student Ambassador for the External Law Programme of University of London. He is currently empanelled as Arbitrator, Mediator and Adjudicator in the panel of Asian International Arbitration Centre, Malaysia (AIAC). He is also empanelled as Adjudicator and Arbitrator in the panel of AiADR and as Arbitrator in the panel of Mlarb and IEM.

COURSE SCHEDULE & OUTLINE

Day 1		Day 2	
08:30 – 09:00	Registration	08:30 – 09:00	Registration
09:00 – 10:45	<ul style="list-style-type: none"> Introduction Legal Context of Construction Contracts 	09:00 – 10:45	<ul style="list-style-type: none"> Tender Process Contract Negotiation
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none"> Parties in Construction Types of construction projects 	11:00 – 13:00	<ul style="list-style-type: none"> Contract Award Commencement of Work
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 15:30	<ul style="list-style-type: none"> Project Management Project Development and Feasibility Study 	14:00 – 15:30	<ul style="list-style-type: none"> Commence of Works (Con't) Project Progress
15:30 – 15:45	Tea Break	15:30 – 15:45	Tea Break
13:45 – 17:00	<ul style="list-style-type: none"> Types of Standard Form of Contracts 	13:45 – 17:00	<ul style="list-style-type: none"> Occupational Safety and Health Closing of Project Account Adjudication
17:00 – 17:30	<ul style="list-style-type: none"> Q & A 	17:00 – 17:30	<ul style="list-style-type: none"> Q & A

WHO COULD BENEFIT FROM THE COURSE

- Project Directors
- Contract Managers / Executives
- Project Managers / Engineers
- Project Architects
- Site Managers / Site Agents
- Quantity Surveyors
- Site supervisors
- Developers
- Contractors and sub-contractors

Cancellation Policy

No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with 7 days prior notification and substitute will be charged according to membership status.

Personal Data Protection Act

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.

Chairman,
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REGISTRATION FORM

**Virtual 2 Day Course on
Contract Management for Construction Projects
20 & 21 August 2024 (Tuesday & Wednesday)**

Closing Date: 9 August 2024

No	Name(s)	Email Address	IEM Membership No.	Grade	Fee (RM)
SUB TOTAL					
+SST 8%					
Total Payable					

PAYMENT DETAILS :

Cash RM _____

Cheque no. _____ for the amount of RM _____ (non-refundable) .

FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non refundable. The Registration Fee includes lecture notes, refreshment and lunch.

For **ONLINE REGISTRATIONS**, please note that payment **MUST** be made **BEFORE the closing date**. If payment is not received within the stipulated time, the registration fee will be reverted to the normal registration fee.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address : _____

Telephone No. : _____ (O) _____ (Fax No.)

_____ (H) _____ (HP)

Email : _____

Signature & Stamp

Date

Photocopies are acceptable