



Advanced Contract Management for Superintendents

This interactive workshop is designed to build on the skills imparted in CCI's Introductory Contract Management for Superintendents Workshop and equip Superintendents, their Representatives and Main Contractors Representatives or subcontract Superintendents with the skills to administer construction and services contracts confidently, effectively and openly, for the benefit of both parties, and with minimal conflict.

2010 COURSE DATES

Brisbane	31 Aug - 1 Sep
Sydney	28-29 October
Melbourne	24-25 November

Standard Rate	\$1400.00pp + GST (\$1540.00)
Early Bird*	\$1300.00pp + GST (\$1430.00)
Members* of EEA, CCF, APESMA, IPWEAQ	\$1230.00pp + GST (\$1353.00)
Groups of 3 or more°	\$1180.00pp + GST (\$1298.00)

* Registration and payment required 6 weeks prior to course

° Registration and payment required 4 weeks prior to course

CONTINUING PROFESSIONAL DEVELOPMENT

This course satisfies Engineers Australia CPD guidelines.

This course provides 16 hours of structured Continuing Professional Development.

A Statement of Attendance will be issued upon successful completion of the course.

TESTIMONIALS

"A must attend for new or experienced Superintendent's or their Representatives alike."

"Fine tuning the skills set of a Superintendent."

"Good opportunity to reflect on own approach to Superintendent with case studies and Presenter's experiences."

"Covered the expanse of the role and offered some good advice on how to manage the competing demands."

"A good course to take the next step in being a good, proactive Superintendent."

COURSE TOPICS

- The Superintendent Skills Model (overview and trends)
- Potential problems and requirements
- Contractual skills
- Managing yourself
- Legal skills
- Commercial skills
- Managing other people
- Following due process
- Tips and traps

COURSE OUTCOMES

On completion of the course, participants should:

- Be familiar with the Superintendent model of contract administration, the requirements, role and authority of a contract Superintendent and recent trends to move away from this model
- Be aware of the problems facing a Superintendent in his/her dual role
- Have an awareness of some more advanced contractual issues and legal principles that can affect the conduct and decision making of the Superintendent
- Have an understanding of the various types of claims (contractual and extra-contractual) that may confront a Superintendent
- Be aware of the Security of Payment (SoP) legislation and how it works and impacts upon the Superintendent's functions under the Contract
- Have an understanding of the various areas of liability to which a Superintendent is exposed and how to limit and manage this liability
- Have an understanding of the relevant management, interpersonal and communication skills necessary to administer the Contract and minimise conflict
- Understand the importance of the Superintendent adopting a "commercial approach" to the administration of the Contract and have an understanding of what this involves
- Understand what due process is and the need to follow it as prescribed by the Contract

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Advanced Contract Management for Superintendents

2010 Registration Form

Please photocopy this form as required, complete and fax to CCI on (07) 3236 2046 or e-mail to training@ccintl.com.au or post to PO Box 10500, Adelaide Street, Brisbane, Queensland 4000, Australia
ABN: 41 131 764 200

office use only

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Groups of 3 or more	\$1180.00 + GST (\$1298.00pp)	Members *	\$1230.00 + GST (\$1353.00pp)

PUBLIC COURSE DETAILS

Course Title: **Advanced Contract Management for Superintendents** Course Dates: _____ Course Location: _____

CONTACT DETAILS

Company Name: _____ ABN: _____ Contact Name: _____

Company Postal Address: _____

Contact No.: _____ Contact Email: _____

PARTICIPANT(S) DETAILS

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

*Members discounts are offered to financial members of the following associations; Engineers Australia (EA), Civil Contractors Federation (CCF), The Association of Professional Engineers, Scientists & Managers, Australia (APESMA), The Institute of Public Works Engineering Australia (IPWEA), Urban Development Institute of Australia (UDIA)

Your investment includes: expert presentation, comprehensive workbook, meals and refreshments and attendance certificate
Submission of a completed registration form denotes acceptance of the Terms and Conditions below.

TERMS AND CONDITIONS

Payment can be made with registration or a tax invoice will be issued. • Payment terms, where payment is not made with registration, are 7 days from invoice date or prior to course commencement, whichever occurs earlier. • Registrations are not confirmed until payment is received in full. • Discounts cannot be combined.

- **Early Bird discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Member's discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Group discounts** apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement

TRANSFERS AND CANCELLATIONS

Participant transfers and cancellations will only be accepted in writing.

More than 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$100 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$150 (plus GST).

1 to 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$150 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$200 (plus GST).

Less than 1 week before a course

Transfers from person to person or across advertised courses will incur a \$200 (plus GST) administration charge per transfer. For cancellations in this case course fees will not be refunded.

CONTRACT CONTROL INTERNATIONAL

(CCI) reserves with right at any time and without prior notice to change the venue/presenters or program from that described in this brochure or online.

CCI also reserves the right, at its absolute discretion and without further liability, to cancel or postpone any program. In such case registrants (or their delegates) may attend the next available course free of any transfer or other administrative fee.

How did you hear about us?

Magazine or Newsletter Advertisement _____ Conference Flyer _____ Internet Search or CCI Website
 CCI Email Colleague Electronic Newsletter _____ Other _____

PAYMENT DETAILS - To secure your place, payment must accompany this form. Payment may be made by the methods outlined below.

Purchase orders will only confirm a place in the course with prior approval from CCI.

Please fax registration form to (07) 3236 2046 or email to training@ccintl.com.au

I am paying by **Electronic Transfer** Amount (inc GST) \$ _____ Tax invoice will be provided upon receiving registration form.

Please debit my **credit card**:

Visa Mastercard

Card no: _____ Verification Number: _____ Total amount: \$AU _____ Expiry Date: _____

Cardholder's name: _____ Cardholder's Signature: _____

Receipt of payment will be provided once payment made.

Postal Address:
PO Box 10500, Adelaide St
Brisbane Qld 4000

CONTRACT CONTROL INTERNATIONAL PTY LTD

Contract Management Consultants and Trainers

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