



Contract Management for Superintendents

This interactive workshop is designed to equip Superintendent's, their Representatives and Main Contractor's Representatives or subcontract Superintendents with the necessary skills to administer construction and services contracts with improved understanding and confidence, more effectively and openly, for the benefit of both parties, and with minimal conflict.

2010 COURSE DATES

Brisbane	04 - 05 May
Adelaide	13 - 14 May
Sydney	08 - 09 June
Melbourne	15 - 16 July
Perth	22 - 23 July
Cairns	29 - 30 July
Hobart	19 - 20 August
Canberra	25 - 26 August
Townsville	16 - 17 September

Standard Rate	\$1180.00pp + GST (\$1298.00)
Early Bird*	\$1100.00pp + GST (\$1210.00)
Members* of EEA, CCF, APESMA, IPWEA	\$1050.00pp + GST (\$1155.00)
Groups of 3 or more°	\$1000.00pp + GST (\$1100.00)

* 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

"Most enjoyable. Presenter conducted a heavy-going subject in a very easy to understand way."

"Presenter was a really good presenter. Material was directly relevant."

"Excellent facilitator. Great course with lots of information to put into practice."

"Very informative and would recommend this or other courses provided by the company. Very well presented, very knowledgeable presenters."

"Presenter had excellent knowledge and good rapport with participants – excellent dissemination of information."

COURSE TOPICS

- The Superintendent (background)
- Potential problems
- Requirements of a Superintendent
- Communication skills
- Listening skills
- Contractual and legal skills
- Conveying information
- Commercial skills
- Conflict resolution skills
- Following due process
- Tips and traps

COURSE OUTCOMES

On completion of the course, participants should:

- Be familiar with the Superintendent model of contract administration and the potential problems facing a Superintendent in his/her dual role
- Be familiar with the requirements, role and authority of a contract Superintendent, and the key functions under this role
- Be aware of the management and people skills necessary to act proactively and effectively as a contract Superintendent
- Have an understanding of the three basic communication skills, with some specific knowledge of how to improve listening and understanding skills, convey information and manage and resolve conflict
- Have a grasp of the necessary contractual and legal issues necessary to carry out the role of contract Superintendent
- Be aware of the more common standard-form contracts in use in Australia for the administration of construction (works) and services (period) contracts
- Recognise 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



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	\$1000.00 + GST (\$1100.00pp)	Members *	\$1050.00 + GST (\$1155.00pp)

PUBLIC COURSE DETAILS

Course Title: **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.

<h4>TERMS AND CONDITIONS</h4> <p>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.</p> <p>- Early Bird discounts apply when registration and payment is received at least six (6) weeks prior to course commencement</p> <p>- Member's discounts apply when registration and payment is received at least six (6) weeks prior to course commencement</p> <p>- Group discounts apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement</p>	<h4>TRANSFERS AND CANCELLATIONS</h4> <p>Participant transfers and cancellations will only be accepted in writing.</p> <p>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).</p> <p>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).</p> <p>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.</p>	<h4>CONTRACT CONTROL INTERNATIONAL</h4> <p>(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.</p>
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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 Funds 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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