



Decision Making and Writing for Superintendents

This course is designed to build on the skills imparted in CCI's General and Advanced Contract Management for Superintendents Workshops and equip Superintendents, their Representatives and Main Contractors Representatives with the skills to improve their decision making processes and their decision writing skills.

2010 COURSE DATES

Brisbane	18 June
Perth	22 October
Melbourne	26 November

Standard Rate	\$880.00pp + GST (\$968.00)
Early Bird*	\$820.00pp + GST (\$902.00)
Members* of EEA, CCF, APESMA, IPWEA	\$780.00pp + GST (\$858.00)
Groups of 3 or more°	\$740.00pp + GST (\$814.00)

* 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 8 hours of structured Continuing Professional Development.

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

TESTIMONIALS

"Very beneficial for my/our job and is a 'must' course if your role involves any Superintendent work."

"Good value, must do if a Superintendent or Principals Representative."

"A 'must' for all Superintendents."

"Useful to assist Superintendent's queries with respect to contract and what can and can't be done under the contract including decision making and supporting info."

"Essential to anyone in either a Superintendent or Superintendent's Representatives role."

COURSE TOPICS

- Introduction
- Types of decisions
- Managing Stress
- Avoiding decisions
- Making decisions
- Writing decisions
- Tips and traps

COURSE OUTCOMES

On completion of the course, participants should:

- Understand the different types of decisions a Superintendent may have to make
- Understand what thinking and acting commercially means
- Have an understanding of due process in the decision making and writing processes
- Have an understanding of how to manage the decision process
- Be able to identify stress and have an understanding of how to manage and overcome it
- Have a basic understanding of commercial negotiations and how to properly apply them to avoid making unnecessary decisions
- Appreciate the importance of a Superintendent making sound and timely decisions and what the decision making process involves
- Understand how to make a proper decision under the Contract and how to properly set it out in writing with adequate reasons
- Have useful examples to refer to when writing decisions

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Decision Making and Writing 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

Standard Rate	\$880.00 + GST (\$968.00pp)	Early Bird	\$820.00 + GST (\$902.00pp)
Groups of 3 or more	\$740.00 + GST (\$814.00pp)	Members *	\$780.00 + GST (\$858.00pp)

PUBLIC COURSE DETAILS

Course Title: **Decision Making and Writing 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 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

www.ccintl.com.au
Phone: (07) 3236 1936
Fax: (07) 3236 2046