



An Intensive 5-Day Training Course

Construction Administration for Engineers

From Pre-Construction to Project Close-Out

PROGRAMME SUMMARY

This EuroMaTech training course gives practical guidance on construction project administration, field management, and claims avoidance. Attendees will use contract provisions to follow the construction process from the pre-construction phase through project close-out to minimize and resolve claims and disputes. Information technology tools that can be used to assure a smooth flowing project will be presented.

Date	Venue	Fee(\$)
16 - 20 May 2022	London	US\$ 5,950
11 - 15 Jul 2022	Brighton	US\$ 5,950
28 Nov - 02 Dec 2022	Zurich	US\$ 5,950

INTRODUCTION

Engineers working on medium to large construction projects continue to face mounting challenges in the delivery of their projects. The rapid impact of globalization has placed even stricter demands on project delivery time, cost and quality.

Knowledgeable project executives recognize that a major ingredient for project success is the active administration of construction processes. It is therefore essential to have a working understanding of project planning, estimating, scheduling, and execution control procedures.

Construction projects often encounter costly claims which delay projects and cause owners and contractors to incur damages. Understanding Construction Administration and claims avoidance goes a long way towards achieving sound project objectives.

By attending this EuroMaTech training course, participants will develop the following competencies:

- Learn how to measure construction project progress
- Discover the importance of accurate record keeping
- How to effectively administer construction projects at site
- Learn methods to improve control of construction projects from pre-construction through project close-out
- Learn how to keep construction projects on schedule and within budget
- Avoid claims through effective communication
- Find out how information technology can be used to achieve project success

Virtual
 learning service
 available



TRAINING METHODOLOGY

This Construction Administration training course will combine presentations with interactive practical exercises, supported by video materials, activities and case studies. Delegates will be encouraged to participate actively in relating the principles of stress management to the particular needs of their workplace.

WHO SHOULD ATTEND

- Construction Project Engineers
- New Construction Project Professionals
- Site Engineers
- Cost Engineers
- Resident Engineers
- Contract Administrators
- Architects
- Personnel who want to learn structured approach to managing construction projects

PROGRAMME OBJECTIVES

- Ensure construction conforms to construction documents
- Reduce or eliminate potential for construction claims
- Lessen construction project risks
- Identify and resolve construction problems early
- Supplement the client's construction knowledge

In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS



Training Seminars & Conferences
www.euromatech.com



+971 50 196 6003

Email Address:
info@euromatech.ae

Website:
www.euromatech.com



COURSE OUTLINE



Day 1

Introduction To Construction Administration

- What Is A Project?
- What Is Project Management?
- Project Stakeholders
- Leadership, Responsibility And Authority
- Management Styles
- Construction Contracts
- Construction Safety
- Project Delivery Systems

Day 2

Project Planning, Estimating And Scheduling

- Estimating Duration Assessment
- Planning And Scheduling Methods
- Critical Path Scheduling
- Resource Allocation Methods
- Time-cost Trade-off
- Lead / Lag
- Critical Chain Scheduling

Day 3

Proactive Project Control

- Development Of Project Baselines
- Earned Value Control Process
- Project Variance Analysis And Quantification
- Schedule Performance Index (Spi) And Cost Performance Index (Cpi)
- Schedule And Cost Recovery Analysis
- Productivity Measurement

Day 4

Project Acceleration And Construction Claims Avoidance

- Circumstances Requiring Project Acceleration
- Options For Accelerating The Schedule
- Crashing The Schedule – How?
- Construction Claims Avoidance
- Changes And Extra Work
- Claims And Disputes: Alternate Dispute Resolution
- Team Development And Motivation
- Management Styles And Conflict Handling
- Project Negotiation Tactics

Day 5

Advanced Project Management Tools

- Project Software
- Building Information Modeling
- Lean Project Management



EuroMaTech has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI)

Participants attending this training session are entitled to receive:
25 Professional Development Unit (PDUs)

The PMI logo is a registered mark of the Project Management Institute, Inc.

Construction Administration for Engineers

From Pre-Construction to Project Close-Out

✓	Date	Venue	Fee(\$)
	16 - 20 May 2022	London	US\$ 5,950
	11 - 15 Jul 2022	Brighton	US\$ 5,950
	28 Nov - 02 Dec 2022	Zurich	US\$ 5,950

This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT)*

Your Details

Name (Mr/Ms):

Position: Organisation:

Address:

.....

City / Country:

Telephone: Email:

Mode Of Payment

Please find enclosed a cheque made payable to EuroMaTech

Please invoice me

Please invoice my company as follows:

Contact Name:

Company Name:

Address:

Email:

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment.

For Further Information, email us at info@euromatech.ae.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

Contact Us:

Middle East Office:

P.O. Box 74693

Dubai, United Arab Emirates

Telephone: +971 4 4571 800

Fax: +971 4 4571 801

Email Address:

info@euromatech.ae

Website:

www.euromatech.com

*VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.