



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**Marine Technology
Centre (MTC)**

MT0011 : 4 DAYS COURSE ON

CONTRACT MANAGEMENT FOR ENGINEERS

Marine Technology Centre (MTC) is a CLASS A Training Provider under HRDF (Reg. No 0902) | SBL Scheme

COURSE OBJECTIVE

This course will give you a better understanding of the contract administration function, together with the tools and techniques required to do the job effectively and efficiently ensuring that you achieve the highest possible standards of excellence. It will help you :-

- Maximise the contribution that sound contracts administration can make within your organisation
- Construct your own 'small print' and challenge that of others
- Negotiate better-both individually and in teams

COURSE METHODOLOGY

Lectures (power points and notes), video presentation and group discussion/presentation.

COURSE ASSESSMENT

In-class exercise and group presentations

WHO SHOULD ATTEND

Those involved in setting up or negotiating contracts or managing the contracts, commercial function, purchasing / procurement officers and buyers, project managers, technical or scientific specialists with a concern for effectively managing the commercial aspects of this function.

COURSE CONTENT

No.	Topic	Duration (hours)
1.	Introduction to Contract Management	1
2.	Contract Management Within The Perspective Of Project Management	2
3.	Technical Terms And Definitions	1
4.	Pre-Contracting Management And Administration	2
5.	Frequently Asked Questions	1
6.	Contract Drafting	3
7.	Content Of A Contract	3
8.	Contract Meetings	3
9.	Contract Negotiations Strategies	3
10.	Contract Implementation Management	3
11.	Implementation Checklist	3
12.	Implementation Monitoring	3
13.	Record Keeping	3
14.	Clauses Coming Into Force	1

COURSE TUTOR

1. Professor Dr. Omar bin Yaakob
2. Associate Professor Dr. Mohd Zamani bin Ahmad

For Customised / In-house Training Programmes, please contact : MISS NURUL at +607 553 5708



Short Course Secretariat, Marine Technology Centre (P22),

Universiti Teknologi Malaysia, 81310 UTM Johor Bahru, MALAYSIA

Tel : +607 553 5708, Fax : +607 557 4710, Website : <http://www.mtc.utm.my/short-course/>

COURSE DETAILS

Course Name : _____

Date : _____

(Any inquiry for accomodation please contact Miss Nurul)

No.	Name of Participant	Mobile No.	E-mail Address	NRIC (for HRDF Claim)	Fee (RM)

*(Please attach a separate list if necessary)***Total** **SPONSORSHIP :** Self-Sponsored Company-Sponsored**INDIVIDUAL / COMPANY DETAILS** (for issuance of invoice)

Organisation : _____

Co. Reg. No. * : _____ **if applicable*

Address : _____

Contact Person : _____

Tel No. : _____ Designation : _____

Fax No. : _____ E-mail : _____

Cancellations received in writing 30 days prior to the programme are eligible for a refund, subject to a cancellation fee. Cancellations received less than 14 days from the date of the programme are not eligible for a refund. However, substitute attendees are welcome. Please note that the speakers and topics are confirmed at the time of printing. However, circumstances beyond the control of the organisers may necessitate substitutions or cancellations of speakers and/or topics. As such MTC reserves the right to alter or modify the advertised speakers and/or topics

Authorised Signature * : _____ Date : _____

Name : _____ Designation : _____

** Head of Department / Approving Manager*

Company Stamp

MODE OF PAYMENT

A. Checque or Bank Draft

Checque No. / Bank Draft No. : _____ Bank / Branch : _____

**All crossed cheque / bank draft should be made payable to Account Name : BENDAHARI UTM
Account Number : 8006053536 | Bank Name : CIMB Bank Berhad | Branch : UTM Skudai**

B. Telegraphic Transfer / Local Order

Transaction Date : _____ Reference Number : _____

| *Terms & Conditions Apply* |**For futher information, please contact :**Short Course Secretariat, Marine Technology Centre (P22),
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