

All in a day's work...

Essential Management Strategies
for Success in Construction

"It has opened my eyes in the importance in proper tender preparation, would definitely recommend to my associates - when is the next course?"

Peter Kovic Director, Clearwater Services

"Good insight to Local Council expectations with Mick, Great idea to have the disc as well as handouts"

Matt Walton - Supervisor Macarthur Gas



Construction Industry One Day Seminar

Sydney, Home Ideas Centre, 61-63 O'Riordan St,
Alexandria (near Sydney Airport), Saturday, 20 June 2009

Want more business with Government?

Learn how to gain Government prequalification and
Prepare a winning tender.

Learn essential management methods vital for improving
your business success and profits.

This seminar is for people who are serious about improving the management of their business and those seeking to enter into or do more Government works.

It is suited to trade and head contractors' owners/directors, project managers, coordinators, supervisors, estimators and administrators who need to make sound management and decision making a natural part of their day's work.

Attendees will receive comprehensive course materials for reference which includes seminar notes and a CD with templates of proven, reliable and simple systems.

Attendance gains 7 CPD points (in NSW)

The key areas covered are:

- » Effectively doing business with Government
- » Prequalification, Tendering and Quoting
- » Planning for Business, Projects and Minor Works
- » Contracts, Agreements, Subcontracts and Purchase Orders
- » Job Costing and Invoicing, Monitoring and Reporting
- » Construction industry Case Studies showing success and pitfalls

"The seminar was very useful and exceeded my expectations! I thoroughly enjoyed the interaction as a group. Both presenters engaged naturally with all seminar participants."

Maria Butler Victorian State Director, CBRE Projects

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Construction Industry One Day Seminar

8:00 am – 5:00 pm

Program

8:00 – 8:30		Registration	
8:30 – 8:45	1	Introduction Aims and Outcomes	Graham Coyle
8:45 – 9:30	2	Increased Opportunities and Benefits from Well Managed Companies Knowledge of Market and Bottom Line Benefits Attributes of successful companies – start with end in mind Successful companies that started in Australia's last recession	Graham Coyle
9:30 – 10:15	3	Key Business Management Requirements for Effective Operations The framework for getting it right consistently Consistent outcomes under controlled conditions Development and use of proven management tools	Graham Coyle
10:15 – 10:30		Morning Tea	
10:30 – 11:30	4	Effectively Doing Business with Government Government Procurement Policies Government Prequalification National Code Compliance Performance Reviews and Key Performance Indicators	Mick Raby
11:30 – 12:00	5	Tendering and Quoting Preparation of Model Tender and Tender Process Explained Value for Money Assessment by Government Clients Quoting for Minor Works and use of a Capability Statement	Mick Raby/Graham Coyle
12:00 – 12:30	6	Planning for Business, Projects and Minor Works Business Objectives and Action Plan Project Plan and Construction Programs Job Plan or Job Card (including on site Activities and Risk Assessment) Daily Run Sheet and Weekly Resource Allocation Schedule	Graham Coyle
12:30 – 13:30		Lunch	
13:30 – 14:15	7	Contracts, Agreements, Subcontracts and Purchase Orders Client Contracts, Consultants agreements, Subcontracts, Workers and Employees Contracts, Purchase Orders, Site Instructions and Document Control	Mick Raby/Graham Coyle
14:15 – 14:45	8	Job Costing and Invoicing Chart of Cost Codes Use of Cost Codes Invoices and Progress Claims (including Security of Payments)	Graham Coyle
14:45 – 15:45	9	Monitoring and Reporting Daily Diaries and Reports, Auditing and Inspections, weekly or monthly Job Performance Reports (progress, financial and OHS&E), Job Card Status Report	Graham Coyle
15:45 – 16:00		Afternoon Tea	
16:00 – 16:40	10	Case Studies (what can go right and wrong and why)	Mick Raby/Graham Coyle
16:40 – 17:00	11	Question and Answer — Assessment and Close	Mick Raby/Graham Coyle

“Excellent, very informative! It provided sufficient information on what is required and the detail needed to win Government Tenders. Absolutely will recommend to others, very professional and very well done one of the better courses I have attended.”

Leanne Corrigan – Littlewoods Civil Contracting

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day's work...*

Construction Industry One Day Seminar

Seminar Presenters

MICK RABY — Manager of City Works for Fairfield City Council

Mick has more than 20 years experience in the design of business systems and process improvements across a broad range of activities in both private and public sectors. Following 10 years procedural development experience during full-time service with the Australian Army, Mick undertook studies in Economics and Asian Studies at the Australian National University.

Since then, he has held Project Management and Business Development positions covering the design and implementation of Business, Quality, Safety and Environmental processes and improvements in both Thailand and Australia.

Mick was the Executive Manager with Civic Services Group (CSG) and had direct responsibility for developing and managing the commercial construction and maintenance activities of the Group for over five years.

As Manager of City Works for Fairfield City Council, he is currently responsible for the procurement of capital and maintenance works.

Mick will provide valuable perspectives and insights on doing business with government, as he controls roads and infrastructure projects, buildings and assets works including maintenance, together with procurement, purchasing and maintenance of all plant and equipment.

GRAHAM COYLE — Seminar Facilitator, Director Federal Construction Management

Graham's company is a specialist construction management consultancy based in Canberra. He has more than 25 years practical experience in the building and construction industry in the delivery of significant and varied projects in Government and private sectors.

Graham assists his diverse range of construction industry clients in improving their business performance, meeting statutory obligations and managing business risk against the demanding and changing working environment.

He works with his clients to improve their project outcomes by helping them to establish and effectively implement practical management systems.

He provides support and guidance for clients in tendering for, winning and successfully completing major projects through to minor works and services.

Graham is accredited by the ACT Government to audit management systems including Quality, OH&S and Environmental requirements.

As a Lead Auditor, Graham has assessed the compliance of many firms ranging from local suppliers and small trade contractors through to international design and construction organisations.

Graham has expert knowledge of proven management strategies and practices that underpin successful construction operations together with the Government Prequalification and tender process and will convey these during the Seminar.

Graham's experience in working with stakeholders at all levels, including contractors, training providers, industry associations, regulators and governments will provide you with valuable insights from all perspectives of the industry.