



IN ASSOCIATION WITH:



Singapore Institute
of Building Limited



Claims Class

Construction Claims Intensive Training Course

SINGAPORE 18 & 19 JULY 2013

Venue: Grand Park City Hall, 10 Coleman Street, Singapore 179809

CPD Accreditation:

- Professional Engineers Board (PEB) - **Pending**
- Singapore Institute of Architects (SIA) - **Pending**
- Singapore Institute of Surveyors and Valuers (SISV) - **Pending**

Construction professionals who have a good understanding of the science of claims are valuable assets to their employers because they can increase the profitability of projects. Our two-day intensive training course is designed to provide the skills and knowledge necessary to prepare, present, respond to and manage claims in an effective manner.

TOPICS COVERED

- Contract administration
- Types of claim
- Claim strategy
- Delay analysis
- The preliminaries to a claim
- The essential elements to a successful claim
- Responses
- Disputes
- Claim preparation and presentation

Accredited by:



Endorsed by:



COURSE SCHEDULE

DAY 1	
09:00 – 09:30	Registration
09:30 – 11:00	Module 1 - Contract Administration
11:00 – 11:45	Assignment No. 1
11:45 – 12:00	Refreshment Break
12:00 – 13:30	Module 2 - Types of Claim
13:30 – 14.30	Networking Lunch
14:30 – 15:15	Assignment No. 2
15:15 – 16:45	Module 3 - Delay Analysis
16:45 – 17:00	Refreshment Break
17:00 – 17:30	Assignment No. 3

DAY 2	
09:00 – 09:30	Registration
09:30 – 11:00	Module 4 - The Essential Elements to a Successful Claim
11:00 – 11:45	Assignment No. 4
11:45 – 12:00	Refreshment Break
12:00 – 13:30	Module 5 - Compilation and Presentation of Claims and Responses
13:30 – 14.30	Networking Lunch
14:30 – 15:15	Assignment No. 5
15:15 – 16:45	Module 6 - Responses, Determinations and Disputes
16:45 – 17:00	Refreshment Break
17:00 – 17:30	General Discussion and Close Out

MODULE CONTENT

MODULE 1

CONTRACT ADMINISTRATION

This module deals with the creation of good contract administration practices to prevent and to effectively manage claims. Topics include contract documents, programmes and planning, project records and records for claims. The creation of a claim strategy is also dealt with in this module.

MODULE 2

TYPES OF CLAIM

The various types of claim including those for variations, extensions of time, prolongation, acceleration disruption and damages are discussed in this module. The importance of notices and claim procedures are also dealt with here.

MODULE 3

DELAY ANALYSIS

An extension of time claim will fail unless it demonstrates that the delay had an effect on the completion date. This module discusses delay analysis principles including concurrent delay, float and the critical path, in order to link cause and effect. Various delay analysis methods are discussed and practical examples provided.

MODULE 4

THE ESSENTIAL ELEMENTS TO A SUCCESSFUL CLAIM OR RESPONSE

In order for a claim to succeed, it must include several essential elements. This module deals with what should be included in a claim and effective ways of dealing with these requirements.

MODULE 5

COMPILATION AND PRESENTATION OF CLAIMS AND RESPONSES

Having a just case does not always ensure a successful outcome and many claims have failed through poor presentation. The effective presentation of a claim will assist those responsible for reviewing the claim and this module discusses ways and means of ensuring the claim is compiled and presented to best effect.

MODULE 6

RESPONSES, DETERMINATIONS AND DISPUTES

Every claim requires a response or determination of some sort. This module deals with effective ways of presenting responses so as to close out issues in a timely manner and prevent disputes. Dispute procedures and practices are also discussed here.

COURSE PRESENTER:

ANDY HEWITT



Andy Hewitt has almost 40-years experience in the construction industry, which has been gained in the United Kingdom, West Africa and the Middle East. He has held senior contracts, commercial and project management positions with contractors, sub-contractors and consultants, including several years operating his own consultancy practice, both in the UK and in the Middle East, where he has worked on several iconic projects. He is the author of the internationally acclaimed book *Construction Claims & Response; effective writing & presentation*, and often contributes articles to industry publications.

Andy's experience led him to specialise in contractual issues, claims and dispute management, both as a consultant and as a teacher and trainer. To this end, he developed and launched the Claims Class distance learning and intensive training courses, which are offered on an international basis.

TESTIMONIALS:

'Very satisfied with the overall learning experience'

CHARLES DE LEON

'Very good course, expertly put across with many interesting and practical ideas and experiences'

DARREN JONES

'Very satisfied. Material clearly presented by an informed and experienced speaker.'

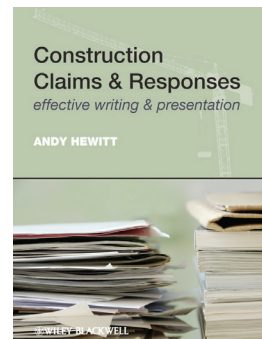
RUSSELL HIGH

WHO SHOULD ATTEND:

QUANTITY SURVEYORS
ENGINEERS
PLANNERS
ARCHITECTS
CONTRACT ADMINISTRATORS
PROJECT MANAGERS / DIRECTORS
COMMERCIAL MANAGERS
CONTRACTS MANAGERS
CLAIMS CONSULTANTS
CONSTRUCTION LAWYERS

PUBLICATIONS

CONSTRUCTION CLAIMS & RESPONSES: EFFECTIVE WRITING AND PRESENTATION.



Construction Claims & Responses: effective writing and presentation was written with the emphasis on providing practical hands-on advice to those involved in the submission and review of claims. It was voted book of the month by Construction Books Direct during the first month of publication and has enjoyed international sales success since it's launch. It is essential reading for those new to claims and provides an excellent aide-memoire for those with more experience.

The Claims Class Intensive Training Course provides delegates the opportunity to learn the principles contained in the book directly from the author.

REGISTRATION:

Claims Class - Construction Claims Intensive Training Course - 18 & 19 July 2013

PLEASE RETURN THE REGISTRATION FORM AND PAYMENT TO:

Singapore Institute of Building Limited
70 Palmer Road, #03-09C
Palmer House
Singapore 079427

For enquiries regarding registration and venue, please contact SIBL's Secretariat, **Ms. Josephine Kwan:**

Tel: 65 6223 2612 **Fax:** 65 6223 2568
Email: josephine@sibl.com.sg www.sibl.com.sg

For enquiries regarding the course, accreditation or general information about Claims Class, please contact Claims Class' General Manager, **Ms. Nina Hewitt:**

Tel: + 971 50 915 5478
Email: nina.hewitt@hewittconsultancy.com

CONTACT INFORMATION

Company:

Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

DELEGATE LIST

Name	Designation	Email Address	Please Tick			Fee \$
			A	B	C	
Total Amount:						

CATEGORY OF DELEGATE	EARLY BIRD FEE PER DELEGATE (REGISTER AND PAY BY 5 JUNE 2013)	REGULAR FEE PER DELEGATE
(A) SIBL Members	\$650	\$720
(B) Group of 3 delegates from same organisation	\$720	\$800
(C) Non Member	\$760	\$850

(Fee is inclusive of refreshments, lunch, certificate and delegate pack.)

PAYMENT

We wish to pay by:

- Cheque payable to "Singapore Institute of Building Limited" **OR** Company invoice.
Bank name/cheque no: _____

CANCELLATION & TRANSFERS

Cancellations and transfers will be processed in accordance with the Claims Class Terms and Conditions for the 2-Day Intensive Training Course which can be found on the Claims Class website.
www.constructionclaimsclass.com/intensive-training

- Please tick here to indicate that you have **READ AND ACCEPT** the Claims Class Terms & Conditions.