

VIRTUAL 2 DAY COURSE ON CONTRACT MANAGEMENT AND LEGAL ISSUES OF CONSTRUCTION CONTRACTS

BEM Approved CPD: 15

Ref No : IEM25/HQ/502/T (w)

SPEAKER :
Ir. Lai Sze Ching

4 & 5 November 2025
Tuesday - Wednesday
9.00AM - 5.30PM

Organised by: Project Management Technical Division

CLOSING DATE : 31 Oct 2025

	ONLINE (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	NORMAL FEE (RM) (By fax & email) Payment by cash, credit card and bank-in
IEM Student Member	125.00	240.00
IEM Graduate Member	250.00	300.00
IEM Corporate Member	400.00	450.00
Non-IEM Member	960.00	1020.00

Register Online at www.myiem.org.my



SYNOPSIS

Contract managers, project managers and other professionals involved in construction projects must be able to work effectively together with their Employers, contractors and sub-contractors in order to accomplish key objectives of timely completion with no cost over-run. Because contracts are developed in an increasingly complex environment, including the rising use of nominated suppliers and nominated sub-contractors, a solid understanding of the contracting process is critical and this will give the contract personnel an advantage whether you are on the Employer's or contractor's side.

Therefore a good understanding on how contracts are legally formed and how should the contract be administered are essential for anyone who perform the role of contract administrator. A thorough understanding of the principles and the working mechanisms is crucial for one to be well equipped and be able to administer the contract confidently. This course will provide an overview of all phases of contracting, from project development and feasibility studies to completion of projects.

Benefit

- Gain a better understanding of the contract process
- Improve the negotiation skill for construction projects
- Understand the importance of project planning and control
- Able to implement the safety procedures at the site
- Understand the way to call an on-demand performance bond
- Avoid project delays and cost over-run
- Learn how to document for litigation or arbitration
- Understand the duties and responsibilities of architect and engineers in a construction contract

Who Could Benefit From The Course

- | | |
|----------------------------------|-----------------------------------|
| • Project Directors | • Quantity Surveyors |
| • Contract Managers / Executives | • Site supervisors |
| • Project Managers / Engineers | • Developers |
| • Project Architects | • Contractors and sub-contractors |
| • Site Managers / Site Agents | |



COURSE SCHEDULE & OUTLINE

Day 1		Day 2	
08:30 – 09:00	Registration	08:30 – 09:00	Registration
09:00 – 10:45	<ul style="list-style-type: none"> • Introduction • Legal Context of Construction Contracts 	09:00 – 10:45	<ul style="list-style-type: none"> • Tender Process • Contract Negotiation
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none"> • Parties in Construction • Types of construction projects 	11:00 – 13:00	<ul style="list-style-type: none"> • Contract Award • Commencement of Work
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 15:30	<ul style="list-style-type: none"> • Project Management • Project Development and Feasibility Study 	14:00 – 15:30	<ul style="list-style-type: none"> • Commence of Works (Con't) • Project Progress
15:30 – 15:45	Tea Break	15:30 – 15:45	Tea Break
13:45 – 17:00	<ul style="list-style-type: none"> • Types of Standard Form of Contracts 	13:45 – 17:00	<ul style="list-style-type: none"> • Occupational Safety and Health • Closing of Project Account • Adjudication
17:00 – 17:30	<ul style="list-style-type: none"> • Q & A 	17:00 – 17:30	<ul style="list-style-type: none"> • Q & A

SPEAKER'S PROFILE

Ir. LAI SZE CHING, graduated as a Mechanical Engineer from the University of Malaya. He also holds LL.B degree from University of London and LL.M from University of Malaya, majoring in Construction Law, Alternative Dispute Resolution, Arbitration Law, Remedy and Civil Procedure. In addition, he also holds a Certificate of Legal Practice from Qualifying Board of Malaysia and Diploma in International Commercial Arbitration (Clarb UK). Ir Lai is a Fellow Member of Chartered Institute of Arbitrators (UK), Malaysian Society of Adjudicators, Malaysia Institute of Arbitrators (Mlarb) and Asian Institute of Alternative Dispute Resolution (AiADR). He is also a Fellow Member of the Institution of Engineers, Malaysia (IEM) and Honourable Fellow Member of Asean Federation of Engineering Organisation (AFEO).

Ir. Lai has more than 30 years working experience in the field of construction, property development and contractual claims. He is currently the Managing partner of an Adjudication & Arbitration Chamber and the Managing Director of a consulting firm specialised in project management. He has authored many articles on ADR, Arbitration and Construction Law and had conducted talks on ADR, Law for Engineers and on Construction Law to local companies and Universities.

Being an accreditator of Engineering Accreditation Council Malaysia, he is also actively involved in the accreditation of local engineering programmes. Ir. Lai has also been appointed as the Student Ambassador for the External Law Programme of University of London. He is currently empanelled as Arbitrator, Mediator and Adjudicator in the panel of Asian International Arbitration Centre, Malaysia (AIAC). He is also empanelled as Adjudicator and Arbitrator in the panel of AiADR and as Arbitrator in the panel of Mlarb and IEM.

	ONLINE (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	NORMAL FEE (RM) (By fax & email) Payment by cash, credit card and bank-in
IEM Student Member	125.00	240.00
IEM Graduate Member	250.00	300.00
IEM Corporate Member	400.00	450.00
Non-IEM Member	960.00	1020.00

Participant Registration form

Email: syafiq@iem.org.my / Phone 03 7890 0134 (Direct Line)

No.	Name(s)	IEM Membership No.	NRIC / Passport No.	Fee (RM)
ALL FEES TO ADD (+ SST 8%)				
TOTAL PAYABLE				

PAYMENT DETAILS

Organisation :

Contact Person :

Position:

Billing Address:

.....

Company Registration No : Tax Identification (TIN no) :

Contact Details: Office No:Handphone No:

Email Address:

Date Submitted :

Signature & Stamp

Date

Photocopies are acceptable