

A series of 1 day courses

Construction and Property Courses for 2010/11

- The project management boot camp — 50 things every PM needs to know
- Getting to grips with NEC3
- At the cutting edge of JCT 2010 contracts
- NEC3 ECC advanced users' guide
- The effective management of target cost contracts in the infrastructure sector
- The do's and don'ts of successful 'plan & specification' building projects
- Managing & assessing NEC compensation events
- The golden rules of correspondence, forms, negotiation and admin
- The 'must know guide' to construction contract principles
- Choosing and using the right contract for refurb, maintenance & small works building contracts
- Successfully managing construction disputes — adjudication and dispute resolution
- Construction delays, damages and claims
- Successful design & build using NEC3 and JCT contracts
- Every project manager's toolkit — methods and techniques for effective project management

NEW DATES AND
COURSES ADDED
FOR AUTUMN 2010

DISCOUNTS FOR
MULTIPLE BOOKINGS

Successfully managing construction disputes — adjudication and dispute resolution

17 November 2010 London
24 November 2010 Bristol

25 November 2010 Manchester
1 December 2010 Solihull

COURSE BACKGROUND

Construction disputes are increasing. Therefore, a knowledge and understanding of managing these, if unavoidable, including adjudication, mediation and arbitration, are becoming very important and involving more time input.

This **1 DAY COURSE** is aimed at those in the construction industry who get involved in disputes from time to time, whether on behalf of employers, contractors or subcontractors, but who do not specialise in disputes work. The course will deal with the nature of disputes in the industry, adjudication, the process and the procedures, review the Construction Act and the Scheme, as well as the procedures of the JCT and the NEC. It will also consider other forms of dispute resolution such as Mediation and Arbitration, as well as negotiation techniques, settling and concluding a dispute. There will also be workshops to apply the information.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Scott Milner, Michael Nelson, Peter Ormston**, and **Michael Rowlinson**.

OVERVIEW

Introduction

- What is a dispute and, if it cannot be avoided, how can it be resolved?
- History & background to adjudication, what is it? The process, procedures, appointment of the Adjudicator and the role. The nature of adjudication and questions of liability. Mediation and Arbitration.

Dispute Resolution — Objectives

- What is a dispute?
- The objectives and outcome sought
- Tactics and direction
- Keeping control
- Balancing loss and risk

Construction Act

- Contracts subject to the Act including recent cases
- Affect of the Act and requirements for adjudication
- Timescales and extensions

- Failure to comply with the Act
- Terms of the contract
- Effect of the adjudicator's decision
- Questions of jurisdiction and scope
- Notice of intention – timing and content
- Dispute/difference – crystallised
- Withholding/deductions

Scheme for Construction Contracts

- The Scheme rules
- Applying the rules on appointment of the Adjudicator and replacement
- Referral and further submissions
- Presenting a persuasive case
- Evidence and documents relied upon
- Power and duty of the adjudicator
- Fees and costs
- Applying the law
- Meetings – representation and procedure
- Burden & standard of proof
- Arguing the case
- The decision and reasons
- Interest
- Challenging the decision

Contract Adjudication Rules

- Review the adjudication rules in the main standard form contracts including JCT and NEC
- Further proceedings – time and procedure

Enforcement & Recent Cases

- Enforcement of an adjudicator's decision – practice and procedure
- Step in/step out jurisdiction
- Set off against a decision
- Power to award costs
- Slip rule and mistakes
- Construction operations
- Contracts in writing
- Binding but not final
- Same dispute
- Framing the reference
- Pre-conditions to adjudication

Dispute Resolution — Alternatives to Adjudication

- Consider mediation – contract terms and process. Arbitration – summary of the law – practice & procedure

Concluding a Dispute

- Procedures
- Negotiation
- Settlement
- Binding compromise agreements

Practical Examples & Workshop

The golden rules of correspondence, forms, negotiation and admin

13 October 2010 Bristol
11 November 2010 London

15 November 2010 Manchester
24 November 2010 Solihull

COURSE BACKGROUND

Those working in the construction industry are required to be able to communicate effectively and correctly in order to administer contracts, manage the construction process and satisfy their own responsibilities, or those for whom they work, as well as needing to be able to secure the position in law and negotiate on a regular basis.

This **1 DAY COURSE** reviews the issues to be considered in communications, the techniques, structure, content and purpose of common forms, correspondence, negotiation and various aspects of administration.

Where appropriate the course considers communications in the context of JCT, NEC and PPC 2000 contracts and is suitable for those who have not previously been responsible for external communications, correspondence, notices, certificates, etc.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Ryland Ash, Jaz Bilkhu, Ashley Boon** and **Scott Milner**

OVERVIEW

Basic Law in Relation to Communications

- Contract and common law position
- In writing
- Email
- PDF
- Faxes
- Verbal
- Post
- Service of documents
- Issued/Received
- Telephone
- Without Prejudice communications
- Certificates and the role of a Certifier
- Confidential
- Privileged
- When not to communicate

Pre-contract Communications

- Form and content
- Offers and acceptances
- Letters of intent

- Form of tender
- Enquiry
- Estimates
- Negotiations
- Additional information
- Site and ground information
- Programmes
- Qualifications to bids

Post Contract — Record Keeping

- Note taking
- Purposes of record keeping
- Evidence
- Burden and standard of proof
- Forms of records
- Minutes of meetings
- Photographs, videos, etc
- Contemporaneous records
- Letters and correspondence
- Types of records
- Systems
- Archive

Contract Requirements

- Requirements of forms of contracts in use
- Time limits
- Conditions precedent
- Drawings and instructions
- Confirmation of instructions
- Programmes
- Contractor's/subcontractor's reports
- Keeping/providing records
- Dayworks
- Certificates
- Notifying defects
- Administration forms – published by RIBA, RICS, ICE, etc

Correspondence and Letters

- For different situations
- Style and structure
- Detail
- Business like exchanges
- Making the point
- Bringing an exchange to a conclusion
- Contract clauses
- Language and legal references
- Cause and effect

Negotiation

- Techniques
- Win win solutions
- Using strengths
- Objectives and outcome
- Settling agreements

BLISS BOOKS

Delegates can obtain a **10% discount** when purchasing contracts and publications relevant to these courses.

Please contact
Ann Glackin
01565 777234
www.blissbooks.co.uk

2010 speakers

■ **Lorne Alway**, LLB(Hons), FRICS, MCI Arb, Barrister, Managing Director Alway Associates

■ **Ryland Ash**, LLB(Hons), ACI Arb, Barrister (non-practising), Legally Qualified Consultant Alway Associates

■ **Jaz Bilkhu**, BSc(Hons), Diploma in Law, PGDip Construction Law, MRICS, ACI Arb, Senior Consultant Alway Associates

■ **Nigel Clayton**, Dip Arb, FCI Arb, FCI InstCES, MRICS, MAPM, Director Brunswick¹⁵

■ **Dr John Henry Looney**, PhD, FRSA, MIOD, PSMJ Resources UK

■ **Kevin McKee**, BSc(Hons), Dip Arb, FRICS, FCI Arb, FCI InstCES, Accredited Mediator, Managing Director Brunswick¹⁵

■ **Scott Milner**, BSc(Hons), MSc, PG Dip Law, PG Dip Legal Practice, MRICS, MCI Arb, Associate Director Alway Associates

■ **Michael Nelson**, FRICS, FCI InstCES, MCI Arb, Barrister (non-practising), Consultant Alway Associates

■ **Michael Rowlinson**, MSc, Dip Arb, MRICS, FCI Arb, FCI InstCES, Director Alway Associates

■ **Robert Shawyer**, LLB(Hons), PGDip Legal Practice, IPDP Int. Arb. Law, PDP Int. Intel Prop. Law, IPDP Int. Joint Vent. Law, FRICS, FCI Arb, MCI Arb, MC Inst. CES, FNADR, APA, FSCS, IPDP Int. Comm. Law, IPDP Int. Human, Rights Law and Practice, IPDP Int. Merg. And Acqui, IBA Fellow in International Legal Practice, Solicitor, Director Alway Associates; Partner, Silver Shemmings LLP

■ **Peter Ormston**, LLB, FCI Arb Director Alway Associates

■ **Richard Silver**, LLB(Hons), MRICS, ADBM, MCI Arb, MCI Arb, MInstCES, MEWI, Barrister, Solicitor, CEO, Alway Group Senior Partner, Silver Shemmings LLP, Solicitors

■ **Ashley Boon**, BSc(Hons), MRICS Contract, Construction Law & Project Management Alway Associates

■ **Steven Evans**, BSc(Hons), DipSurv, ACertArb, ICI Arb, MCI Arb Associate Director Alway Associates

The project management boot camp

— 50 things every PM needs to know

22	September	2010	London	2	March	2011	London
20	October	2010	Solihull	16	March	2011	Solihull
24	November	2010	Manchester	30	March	2011	Manchester

COURSE BACKGROUND

This 1 DAY COURSE will provide a tool kit for existing and potential project managers on the do's and don'ts of successful PM

SPEAKERS' PANEL

The speaker for each course will be from a panel of either **Nigel Clayton**, or **Dr John Henry Looney**.

OVERVIEW

The Effective Project Manager

- Establishing criteria for effectiveness
- Leadership role explained
- Knowing the stakeholders' needs
- Understanding project constraints
- Identifying project aims and goals

Project Stages

- Defining the concept and the business case
- Identifying the key development stages
- Planning implementation
- Confirming hand over
- Final close out timing

Project Definition

- What is the project management plan?
- Understanding project life cycle concept
- Creating a work breakdown structure
- Establish an effective communications plan
- Identifying the organisation breakdown structure

Risk Management

- Identifying the risks
- Managing the risk through risk meetings
- Appointing risk champions
- Understanding the dynamics of risk management
- Controlling the risk plan

Programming

- What is a programme?
- Knowing the types of programme
- Understanding basic Gantt charts
- Terms used in programming
- Critical path analysis

The Team

- Motivating the team
- How to delegate effectively
- Dealing with 'obstructions'
- Responding to spoken, written and silent language
- Knowing the people types

Control of Projects

- How to manage conflict
- How to monitor progress simply
- Keeping an eye on KPIs
- Reviewing with feedback
- Review the PMP

Managing Change

- Configuration management
- Change control
- Tools for valuing change
- 'Don't forgets' when dealing with change
- Rescheduling with change

Earned Value Analysis

- Mixing time, cost & quality
- Monitoring projects using earned value – understanding cost & programme performance
- Indicators
- Knowing RIRO!
- Calibrating EVA

Closing Out

- Careful definition of the stage
- Plan for the completion
- Avoiding unwanted termination
- Post implementation project evaluation
- And *don't forget* to praise & reward!

The effective management of target cost contracts in the infrastructure sector

BRAND NEW COURSE

5	October	2010	London	2	November	2010	Manchester
28	October	2010	Solihull				

COURSE BACKGROUND

This BRAND NEW 1 DAY COURSE, will look at the effective management of target cost contracts in the infrastructure sector and will be invaluable to those working for Employers, Main Contractors and Sub-Contractors in sectors such as rail, underground, water, road, utilities, nuclear, power and process engineering.

SPEAKER ALL VENUES

Kevin McKee, MD of Brunswick Infrastructure Services Limited.

OVERVIEW

Use of Target Cost Contracts

- Sharing of risk
- Early contractor involvement
- Collaboration through aligned objectives

How a Target Cost Contract Works

- Setting the target
- Reimbursing the 'cost'
- The share mechanism
- Creating a guaranteed maximum price

Standard Forms of Contract

- NEC3/ECC Options C and D
- ICE Target Cost Contract
- IChemE Target Cost Contract (Burgundy Book)
- Comparison of standard forms
- Common amendments to standard forms

Establishing the Target Cost

- Single stage/two stage tendering
- Head office overheads and profit (Fee)
- Allowance for risk
- Value management and opportunities for saving
- Target cost breakdown

The do's and don'ts of successful 'plan & specification' building projects

BRAND NEW COURSE

6	October	2010	London	3	November	2010	Manchester
21	October	2010	Solihull	17	November	2010	Bristol

COURSE BACKGROUND

Procurement by way of drawings and specification is prevalent for smaller building projects. This **BRAND NEW 1 DAY COURSE** is intended to assist in the decision to adopt this method and provide a guide to the successful procurement and management of such projects. It is a must for all involved in such projects whether acting for the Employer, Consultant, Contractor or Sub-Contractor.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Jaz Bilkhu**, **Steven Evans**, **Michael Nelson**, and **Peter Ormston**.

For full course content visit:
www.constructionstudycentre.co.uk

Every project manager's toolkit – methods and techniques for effective project management

9	March	2011	London	6	April	2011	Manchester
23	March	2011	Solihull				

COURSE BACKGROUND

This **1 DAY INFORMATION PACKED COURSE** compresses a lifetime of experience and insight into just one day, providing information you can implement immediately to **improve your projects and your bottom line**. You will gain an understanding of the techniques and strategies of today's most successful project managers as well as:

- Improve your personal project management skills and success
- Provide a focus and dynamic approach your whole firm can put into action right away
- Identify and conquer the typical

pitfalls in project management to establish consistent project success. The result is a seminar brimming with practical information you can act on immediately to improve the projects you work on every day

SPEAKER ALL VENUES

Dr John Henry Looney

For full course content visit:
www.constructionstudycentre.co.uk

Maintaining the Target

- Changes to the target
- Requirements of standard forms
- Need to assess changes promptly
- Avoid leaving agreement until the final account

Payment of Contractor's 'Cost'

- What constitutes 'Cost'
- Incurred costs and accrued costs
- Disallowed costs
- Payment provisions within standard forms

Verifying the Contractor's Cost

- Open book accounting provisions
- Understanding the Contractor's accounting systems
- Presentation of Contractor's applications
- Estimates for work carried out but not paid for
- Creating audit trails
- Method of auditing and verification

Cost Monitoring and Control

- Comparing costs incurred against target allowances
- Importance of target breakdown
- Importance of cost allocation against

target breakdown

- Comparing costs against target figures to forecast outcome
- Earned Value Analysis

Payment of Share Amounts

- Beating the target price (gain share)
- Exceeding the target price (pain share)
- When the share amount is paid

Other Incentive Mechanisms

- Target cost mechanisms provide incentives around cost
- Consider other financial incentives for:
 - Improving performance of the asset
 - Achieving defined KPIs
 - Minimising disruption to existing use
 - Avoiding delay

Advantages and Disadvantages of Target Cost Arrangements

- Allows contractor to be involved early
- Incentivises Contractor to look for efficiencies
- Encourages teamworking approach
- Fixed price not known at the outset
- Client shares the financial risk
- Increased administrative burden

CORPORATE IN-HOUSE TRAINING PROGRAMMES

As well as public seminars we can provide tailor made programmes for your organisation, held on your premises, for a wide range of construction and property related topics, including those advertised as public seminars in this brochure.

For all In House Training enquiries: **Tel:** 0845 3133 414 **Email:** enquiries@constructionstudycentre.co.uk **Website:** www.constructionstudycentre.co.uk

Getting to grips with NEC3

6	September	2010	London	23	February	2011	London
13	October	2010	Solihull	28	February	2011	Glasgow
14	October	2010	Manchester	14	March	2011	Solihull
8	November	2010	Glasgow	22	March	2011	Bristol
10	November	2010	Leeds	5	April	2011	Leeds
23	November	2010	Bristol	6	April	2011	London
1	December	2010	London	12	April	2011	Manchester

COURSE BACKGROUND

This **1 DAY COURSE** will explain the philosophy behind the full range of the NEC family of contracts and will focus on the provisions of the Engineering and Construction Contract. The differences between the 2nd and 3rd Edition will be explained as well as the use of the different forms and their significant features.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Lorne Alway, Nigel Clayton, Michael Nelson, Michael Rowlinson,** and **Richard Silver.**

OVERVIEW

Introduction

- NEC3; Structure and content, putting an NEC contract together
- The language and philosophy

NEC Family of Contracts and Documents

- The Engineering and Construction Contract
- Main options; Secondary options; associated documents
- The Subcontract
- The Adjudicator's Contract
- Term Service Contract
- The Professional Services Contract
- The NEC Short Contract and Subcontract
- Framework Contract
- Term Service Short Contract

Allocation of Risks and Responsibilities

- Design obligations

- Unforeseen conditions
- Project Manager
- Pricing mechanisms
- Changes
- Supervisor

Preparing the Contract

- Site Information
- Works Information
- Tenders and acceptance
- Contract data

Management Procedures

- Communications
- Progress reporting
- Programme requirements
- Early warning notices
- Risk register

Compensation Events

- Time and money events
- Assessments
- Schedule of costs components
- Quotations
- Defined cost
- Notifications
- Fee
- Timescales and deemed acceptance

Payment Procedures

- Pricing mechanism
- Price adjustments
- Retention
- Target cost
- Valuation schemes
- Interest

Other Contract Families

- Compare NEC with other contract families including JCT and PPC 2000 – main features.

Managing & assessing NEC compensation events

12	October	2010	Bristol	21	October	2010	Solihull
14	October	2010	London	8	November	2010	Manchester

COURSE BACKGROUND

This **1 DAY COURSE** will provide a detailed insight into the mechanisms for managing and assessing compensation events and claims, including ways in which the ethos of the contract can be used to assist Project Managers, Contractors and Subcontractors. The course will also provide a detailed analysis of the contractual basis to compensation events and claims, under the 3rd Edition of the ECC Contract as well as the Subcontract, Professional Services Contract and the other Forms.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Steven Evans, Michael Nelson** and **Michael Rowlinson**

For full course content visit:
www.constructionstudycentre.co.uk

NEC3 ECC advanced users' guide

GROUND BREAKING BRAND NEW COURSE
INCLUDING PRE-EVENT CONFERENCE CALLS

11	October	2010	Bristol	15	February	2011	Solihull
25	October	2010	Solihull	10	March	2011	London
27	October	2010	London	21	March	2011	Glasgow
4	November	2010	Manchester	24	March	2011	Manchester
15	November	2010	Glasgow	29	March	2011	Bristol

COURSE BACKGROUND

This **GROUND BREAKING BRAND NEW 1 DAY COURSE** will provide delegates, already experienced in using the ECC, with a review of the contract in use at an advanced user's level. It will be particularly attractive to delegates who have already been on CSC's NEC and NEC Compensation Events courses. It is necessary that delegates should have a detailed background and a working knowledge of the form. The course will include pre-event conference calls to delegates to obtain their specific views as

to course content. It will refer to worked examples, and include 'tutorial' type sessions and practical tips.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Michael Nelson, Michael Rowlinson, Robert Shawyer** and **Richard Silver.**

For full course content visit:
www.constructionstudycentre.co.uk

RECENTLY UPDATED At the cutting edge of JCT 2010 contracts

6	October	2010	Bristol	16	February	2011	Solihull
13	October	2010	London	3	March	2011	Manchester
19	October	2010	Manchester	7	March	2011	Bristol
16	November	2010	Solihull	17	March	2011	London

COURSE BACKGROUND

From 2005 to 2010 there has been an avalanche of revised contracts from the JCT, including its first Framework Agreement and first Partnering contract. This **RECENTLY UP-DATED 1 DAY COURSE** brings all of these changes together, including those operating generally across JCT contracts, those contract specific, and any new contracts. The course will cover documents published at the date of the course.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Lorne Alway, Ryland Ash, Jaz Bilkhu, Steven Evans** and **Scott Milner.**

OVERVIEW

Across the Contracts Changes

- Section headings, integration of sectional completion and design portions supplements; simplification; abbreviation and modernisation of wording; changes in dispute resolution provisions; review of

extension of time and L+E clauses; removal of statutory material and procedural matters; Appendix replaced

- Contracts covered will include the following, together with the other contracts and amendments published prior to the course:

JCT 2005 Standard Building Contract

- Reduced number of versions; integrated options built into the contract for – Contractor's Design Portion; division of work into sections; third party rights; Sub-Contractor collateral warranties; Design document procedures; PI Insurance; exclusions from SBC 2005 when compared with JCT 98 including Performance Specified Work and Nominated Sub-Contractors; review of adjustment to completion date and L+E provisions; clarification of payment provisions. Related Sub-Contracts

JCT 2005 Intermediate Building Contract + with Contractor's Design

- Changes including new design version; Named Sub-Contractors; division of the

- works; inclusion for collateral warranties; omissions will be covered
- Related Sub-Contracts

JCT 2005 Minor Works Building Contract + with Contractor's Design

- Replaces JCT MW 1998; traditional form and with a Contractor Design version

JCT 2005 Framework Agreement

- Non-binding and binding versions
- Role of the Framework Agreement; parties to work with each other; legal status of framework agreement; organisational structures; decision making; collaborative working; supply chains; information sharing; confidentiality; risk; health and safety; environmental considerations; value engineering; change control; problem solving; performance indicators; termination

JCT 2006 Repair & Maintenance Contract (Commercial)

- For simple, one-off jobs.

JCT 2006 Measured Term Contract

- Formatting changes, added flexibility; simplification of pricing mechanisms including a schedule of hourly charges

Sub-contracts for:

- Standard Building Contract
- Design and Build
- Intermediate
- Minor Works
- Generic Sub-Contract
- Generic Sub-Sub-Contract

Constructing Excellence (Partnering Contract)

Pre-Construction Services Agreement

Consultancy Agreement

Construction Management Appointment

Collateral Warranties

Bonds

"We make every effort to ensure that our courses are right up to date to include latest developments. As a consequence, the course content in our published brochures and on our webpage changes from time to time to reflect these updates. Each presented course content will be based on the latest edition of the webpage affecting the relevant course."

The 'must know guide' to construction contract principles

9 September 2010 London	4 November 2010 Solihull
28 October 2010 Bristol	23 November 2010 Manchester

COURSE BACKGROUND

This **1 DAY COURSE** will consider the principles of contract law in practice and their application to construction contracts and administration, including an examination of main terms and conditions, sub-contracts, potential problem areas and risk factors to consider.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Ryland Ash, Jaz Bilkhu, Steven Evans, and Scott Milner**

OVERVIEW

General Principles of Contract

- What constitutes a binding contract?
- What is a 'construction contract'?
- Offer, tender, quotation, estimate, acceptance, counter-offer; acceptance by conduct
- Information and documentation to be provided to contractor/sub-contractor – its significance and contractual status
- When can a tender be revoked?
- Keeping a tender open
- Open invitations
- What are the contractual consequences of revoking a tender?
- Oral/written agreements

Mistake and Misrepresentation

- The effect of mistakes and misunderstandings.
- The nature of misrepresentations and pre-contract statements.
- Errors in pricing/scope.

Contract Terms and Conditions

- Express/implied terms
- Unfair contract terms
- Terms implied by statute – Sale of Goods, Supply of Goods and Services, 'The Construction Act' 1996, 'Third Parties Act' 1999
- Essential conditions that are desirable for both parties
- Standard forms of building contract – advantages and desirability
- Problems of non-standard forms of contract
- Different contractual arrangements – allocation or commercial risk
- Choose the right contractual arrangement

Sub-Contractors, Suppliers and Third Parties

- The contractual chain
- Assignment and novation – when appropriate
- Sub-contracts, named/nominated sub-contractors – risk and responsibility
- Concept and philosophy of sub-contracting; principal sub-contract conditions
- Suppliers

Problem Areas

- Practical completion
- Slow/no progress
- Force majeure and the implications
- Extensions of time
- Late payment
- Finance/interest: late payment of Commercial Debt (Interest) Act, 1998 and contract provisions
- Ownership of goods and materials

Elements of Liability

- What are common law damages and how are they assessed?
- Liquidated damages or general damages for delayed completion?
- Provisions in standard forms of contract for recovery of loss and expense
- Claims at common law
- Design liability – standards and allocation
- Limitation of action
- Cause and effect
- Defects – latent/patent/correction
- Defects liability period

Termination

- How a contract can be terminated
- Rights of the parties on termination
- Importance of understanding obligations and responsibilities of the parties
- Mediation, Adjudication, Arbitration, Litigation



Successful design & build using NEC3 and JCT contracts

BRAND NEW COURSE

29 September 2010 Solihull	24 November 2010 London
20 October 2010 Manchester	30 November 2010 Bristol

COURSE BACKGROUND

This **BRAND NEW 1 DAY COURSE** looks at how to carry out successful design and build contracts using either JCT Design & Build or NEC3/ECC conditions of contract. The course will contrast the different forms, highlighting their relative strengths and weaknesses and will identify the essentials in both for undertaking successful design & build projects.

SPEAKER ALL VENUES

The speaker for each course will be **Kevin McKee**

For full course content visit:
www.constructionstudycentre.co.uk

Choosing & using the right contract for refurb, maintenance and small works building contracts

RECENTLY UPDATED

18 October 2010 London	29 November 2010 Manchester
25 October 2010 Bristol	6 December 2010 Solihull

COURSE BACKGROUND

This **RECENTLY UPDATED 1 DAY COURSE** will consider tendering procedures, contractual arrangements and the latest Standard Forms of Contract to meet varying needs for small to medium sized schemes, together with those of a refurbishment or maintenance nature.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Ryland Ash, Jaz Bilkhu, Ashley Boon and Scott Milner**

For full course content visit:
www.constructionstudycentre.co.uk

Construction delays, damages and claims

7 October 2010 Manchester	3 November 2010 Bristol
2 November 2010 London	18 November 2010 Solihull

COURSE BACKGROUND

This **1 DAY COURSE** deals on a 'practical' basis with the law and its application to 'real' construction time and/or money claims. It covers all main contract publications including NEC, JCT and PPC 2000 and is relevant to all 'mainstream' contracting, including traditional (with BOQ), design-build, target cost, partnering etc. The course will be of benefit to those working for employers, contractors and sub-contractors.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Ryland Ash, Steven Evans, Scott Milner and Michael Rowlinson**

For full course content visit:
www.constructionstudycentre.co.uk

BOOKING YOUR COURSE

T: 0845 3133414

F: 01295 275981

E: enquiries@constructionstudycentre.co.uk

2010 Venues

- **Birmingham:** St Johns Hotel, 651 Warwick Road, Solihull B91 1AT
- **Bristol:** Ramada Bristol North, The Grange, Old Gloucester Road, Northwoods, Winterbourne, Bristol, BS36 1RP
- **Leeds:** The Woodlands Hotel, Gelderd Road, Leeds LS27 7LY
- **London:** The Chartered Institute of Arbitrators, 12 Bloomsbury Square, London, WC1A 2LP
- **Manchester:** Etrop Grange Hotel, Thorley Lane, Manchester Airport, Cheshire, M90 4EG
- **Glasgow:** Thistle Hotel, Cambridge Street, Glasgow G2 3HN

I. CHOOSE YOUR COURSE(S) – PLEASE INDICATE IN THE BOXES THE NUMBER OF PLACES REQUIRED

The project management boot camp

London	22 Sept 2010	<input type="text"/>
Solihull	20 Oct 2010	<input type="text"/>
Manchester	24 Nov 2010	<input type="text"/>
London	2 Mar 2011	<input type="text"/>
Solihull	16 Mar 2011	<input type="text"/>
Manchester	30 Mar 2011	<input type="text"/>

Every project manager's toolkit

London	9 Mar 2011	<input type="text"/>
Solihull	23 Mar 2011	<input type="text"/>
Manchester	6 Apr 2011	<input type="text"/>

The do's and don'ts of successful 'plan & specification' building projects

London	6 Oct 2010	<input type="text"/>
Solihull	21 Oct 2010	<input type="text"/>
Manchester	3 Nov 2010	<input type="text"/>
Bristol	17 Nov 2010	<input type="text"/>

The effective management of target cost contracts in the infrastructure sector

London	5 Oct 2010	<input type="text"/>
Solihull	28 Oct 2010	<input type="text"/>
Manchester	2 Nov 2010	<input type="text"/>



Managing & assessing NEC compensation events

Bristol	12 Oct 2010	<input type="text"/>
London	14 Oct 2010	<input type="text"/>
Solihull	21 Oct 2010	<input type="text"/>
Manchester	8 Nov 2010	<input type="text"/>

Getting to grips with NEC3

London	6 Sept 2010	<input type="text"/>
Solihull	13 Oct 2010	<input type="text"/>
Manchester	14 Oct 2010	<input type="text"/>
Glasgow	8 Nov 2010	<input type="text"/>
Leeds	10 Nov 2010	<input type="text"/>
Bristol	23 Nov 2010	<input type="text"/>
London	1 Dec 2010	<input type="text"/>
London	23 Feb 2011	<input type="text"/>
Glasgow	28 Feb 2011	<input type="text"/>
Solihull	14 Mar 2011	<input type="text"/>
Bristol	22 Mar 2011	<input type="text"/>
Leeds	5 Apr 2011	<input type="text"/>
London	6 Apr 2011	<input type="text"/>
Manchester	12 Apr 2011	<input type="text"/>

NEC3 ECC advanced users' guide

Bristol	11 Oct 2010	<input type="text"/>
Solihull	25 Oct 2010	<input type="text"/>
London	27 Oct 2010	<input type="text"/>
Manchester	4 Nov 2010	<input type="text"/>
Glasgow	15 Nov 2010	<input type="text"/>

Solihull	15 Feb 2011	<input type="text"/>
London	10 Mar 2011	<input type="text"/>
Glasgow	21 Mar 2011	<input type="text"/>
Manchester	24 Mar 2011	<input type="text"/>
Bristol	29 Mar 2011	<input type="text"/>

At the cutting edge of JCT 2010 contracts

Bristol	6 Oct 2010	<input type="text"/>
London	13 Oct 2010	<input type="text"/>
Manchester	19 Oct 2010	<input type="text"/>
Solihull	16 Nov 2010	<input type="text"/>
Solihull	16 Feb 2011	<input type="text"/>
Manchester	3 Mar 2011	<input type="text"/>
Bristol	7 Mar 2011	<input type="text"/>
London	17 Mar 2011	<input type="text"/>

The 'must know guide' to construction contract principles

London	9 Sept 2010	<input type="text"/>
Bristol	28 Oct 2010	<input type="text"/>
Solihull	4 Nov 2010	<input type="text"/>
Manchester	23 Nov 2010	<input type="text"/>

Successful design & build using NEC and JCT contracts

Solihull	29 Sept 2010	<input type="text"/>
Manchester	20 Oct 2010	<input type="text"/>
London	24 Nov 2010	<input type="text"/>
Bristol	30 Nov 2010	<input type="text"/>

Choosing & using the right contract for refurb, maintenance & small works

London	18 Oct 2010	<input type="text"/>
Bristol	25 Oct 2010	<input type="text"/>
Manchester	29 Nov 2010	<input type="text"/>
Solihull	6 Dec 2010	<input type="text"/>

Construction delays, damages and claims

Manchester	7 Oct 2010	<input type="text"/>
London	2 Nov 2010	<input type="text"/>
Bristol	3 Nov 2010	<input type="text"/>
Solihull	18 Nov 2010	<input type="text"/>

Successfully managing construction disputes – adjudication and dispute resolution

London	17 Nov 2010	<input type="text"/>
Bristol	24 Nov 2010	<input type="text"/>
Manchester	25 Nov 2010	<input type="text"/>
Solihull	1 Dec 2010	<input type="text"/>

The golden rules of correspondence, forms, negotiation and admin

Bristol	13 Oct 2010	<input type="text"/>
London	11 Nov 2010	<input type="text"/>
Manchester	15 Nov 2010	<input type="text"/>
Solihull	24 Nov 2010	<input type="text"/>

2. COMPLETE YOUR DETAILS IN BLOCK CAPITALS

Please reserve place(s) as indicated above. Amount enclosed £

Payment should be enclosed with the application. Firm bookings will only be accepted upon receipt of payment, or, if agreed, appropriate order or written confirmation of payment arrangements.

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Surname	First Name
Surname	First Name
Position(s)	
Organisation	
Address	
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County	Postcode
Phone	Fax
E Mail	

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 Credit card Debit card Invoice – purchase order required

Card type Visa Mastercard Switch/Maestro

Credit/debit card No. | | | | | | | | | | | | | | | | | | | | | |

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Fees: 1 – day course: £280 plus VAT, per delegate. The course fee includes full course documentation, coffee on arrival, coffee, lunch (full day and 3 day courses only) and afternoon tea. The fee does not include overnight accommodation. Discounts are available when 3 or more delegates from the same organisation, attend any of our courses during the same programme period (i.e. Autumn 2010 programmes). In order to qualify all bookings must be received together.

Timing of all courses
 Registration and coffee 9.00 - 9.30 am. End of course(s) 5.00pm.

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