



# الدليل المتكامل لإدارة المشاريع الإنشائية في 5 أيام



**AGILE LEADERS**  
Training Center

27 Apr - 01 May 2027  
كوالالمبور



## الدليل المتكامل لإدارة المشاريع الإنشائية في 5 أيام

المرجع: 41\_13157 التاريخ: 27 Apr - 01 May 2027 الموقع: كوالالمبور الرسوم: Euro 5200

### Successful Construction Project Administration from Start to Completion Overview:

Enrolling in the 'Successful Construction Project Administration from Start to Completion' provides an unparalleled deep dive into Construction Project Administration and its intricacies. Participants will gain in-depth insights into Tendering Documents Preparation, manage Risk in Construction, and delve deep into the Construction Project Lifecycle Training. This course equips learners with the tools and methodologies necessary for evaluating Construction Contractors, selecting the right Construction Consultants, and navigating through different Procurement Methods in Construction. Addressing modern challenges, the curriculum also integrates modules on Dispute Resolution in Construction and understanding the pivotal Design-Build Delivery System. From novices to seasoned professionals, this comprehensive course caters to all, ensuring a robust foundation in Construction Course Certification and E-learning Construction Administration.

### Target Audience:

- Construction Project Managers
- Construction Administrators
- Tendering and Bidding Officers
- Risk Management Professionals in Construction
- Design and Build Engineers

### Targeted Organizational Departments:

- Construction Management
- Procurement and Tendering
- Design and Build
- Risk Management in Construction
- Project Commissioning and Delivery

### Targeted Industries:

Primarily designed for the Construction industry, this course is also beneficial for Real Estate Developers, Infrastructure Development Firms, and Public Works Departments. The curriculum integrates the current trends, specific challenges, and regulatory requirements faced by these industries.

## Course Offerings:

By the end of the course the participants will be able to:

- Prepare and evaluate Tendering Documents.
- Understand and implement Risk Management strategies in Construction.
- Evaluate and select Construction Contractors and Consultants effectively.
- Navigate through different Procurement Methods in Construction.
- Resolve disputes in Construction projects proficiently.

## Training Methodology:

The 'Successful Construction Project Administration from Start to Completion' employs a multifaceted approach to training. Participants engage in interactive sessions, group work, and real-time case studies drawn from Construction Project Design Management Training and Tendering and Bidding Training Seminars. Feedback sessions, conducted by experts from the Design Management Training Course, offer constructive critiques, ensuring continuous improvement. Through E-learning Construction Administration tools, learners can access course materials, making the learning process seamless and flexible.

## Course Toolbox:

Participants will be provided with:

- Construction Project Administration workbook
- Tendering Process Course e-guide
- Risk Management Training Online resources
- Templates for Tendering Documents Preparation
- Checklists for evaluating Construction Contractors and Consultants

## Course Agenda:

### Day 1: Laying the Foundations of Project Management

- Introduction to the Project Life Cycle and its Importance Topic 1:
- Essentials of Contractual Risk Management Topic 2:
- Reviewing Various Contract Types and Their Impact Topic 3:
- The Fundamentals and Definition of Project Risk Topic 4:
- Risk Assessment: Elements and Planning Topic 5:
- Understanding the Role of Risk in Project Management Reflection & Review:



## Day 2: Strategies, Procurement, and Dispute Resolutions

- Deep Dive into Design-Build Delivery System Topic 1: •
- Alternative Dispute Resolution: The Four A's Topic 2: •
- Project Management Delivery: Agreement Forms and Samples Topic 3: •
- The Art of Reducing Risk in Project Selection Topic 4: •
- Factors Influencing the Project Selection Process Topic 5: •
- The Role of Contracts and Strategies in Project Execution Reflection & Review: •

## Day 3: Designing, Organizing, and Quality Control

- Introduction to Design Management Process Topic 1: •
- Building Quality into Project Design Topic 2: •
- Organizing Projects: Role and Responsibilities of Parties Topic 3: •
- Improving Design Quality: Checklists and Flowcharts Topic 4: •
- Preparing Effective Tendering Documents Topic 5: •
- Ensuring Quality from Design to Documentation Reflection & Review: •

## Day 4: The Intricacies of Tendering and Bidding

- Tendering in Different Sectors: Public vs. Private Topic 1: •
- Delving into the Bidding Process and its Phases Topic 2: •
- Key Elements in the Bidding Details Topic 3: •
- Strategies for Effective Tendering Topic 4: •
- The Post-Bidding Phase: Awards and Conclusions Topic 5: •
- The Significance of Tendering in Project Management Reflection & Review: •

## Day 5: Final Steps, Reviews, and Outcomes

- Case Study Discussion: Effective Project Delivery Systems Topic 1: •
- Bonds, Insurance, and Their Role in Construction Topic 2: •
- Contractors' Approach: From Bid Preparation to Finalization Topic 3: •
- Exploring New Project Delivery Methods in the Industry Topic 4: •
- Overcoming Challenges: Exceeded Bids and Financial Constraints Topic 5: •
- Recap and Future Directions in Construction Project Administration Reflection & Review: •

## How This Course is Different from Other Construction Project Administration Courses:

'Successful Construction Project Administration from Start to Completion' is not just another course; it's an immersive experience. While most courses touch upon standard concepts, our offering dives deep into Construction Procurement Course Online, providing unparalleled insights. Integrated modules on ADR Training in Construction set us apart, offering learners a unique blend of theoretical knowledge and practical tools. Our expert led Construction Webinars enhance interactive learning, making the experience rich and enlightening.



## فئات الدورات التدريبية



HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات النظم السبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية اندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



زنجبار - تنزانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية

## مدن التدريب



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الأمريكية



فيينا - النمسا



فرانكفورت - ألمانيا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



لشبونة - البرتغال



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



لندن - المملكة المتحدة

## مدن التدريب



نيروبي - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا



مونترنو - سويسرا



نيس - فرنسا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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