

Developing Excellence in Logistics Management Series

# Build Operate Transfer Projects & Contracts

## Best Practices & Improving Work Processes

4 Week Training Program



### A 4 Week Training Program

#### Program Overview

The participant will learn the multi-discipline skills for .....

- Aligning BOT Project Objectives with Your Organizational Mission, Vision, Strategic Objectives or Quality Policies.
- Planning Successful BOT Projects
- Drafting BOT Contracts
- Day-to-Day Administration of BOT Contracts

#### Managing issues on BOT Contracts

The participant will learn about the Techniques, Good Practices and Best Practices in Case Studies and discussion will include from (based on participant profile)

#### Program Content

Aligning BOT Project Objectives with Your Organizational Mission, Vision, Strategic Objectives or Quality Policies.

Planning Successful BOT Projects

Drafting BOT Contracts

Day-to-Day Administration of BOT Contracts

#### Managing BOT Contracts

- Key Performance Indicators
- Minimum Operating Performance
- Project Monitoring
- Project Business Information System

### Program Stages Covered during Program Include

- Request for Proposals
- Project Strategy & Contract Drafting
- Proposal Evaluation (including Multiple Proposals)
- Design and development
- Construction/Installation
- Testing & commissioning
- Operation
- Maintenance
- Upgrading & Improvement
- Value Engineering

### Topics Covered Include

- Strategic Fit
- IP & Proprietary Technologies
- Future Expansion
- Business Information System (to facilitate facility management)
- Financing
- Cost Estimates
- Allowable & Non-Allocable Costs
- Creation of Knowledgebase and Database
- Training
- Technology Transfer
- Improvement, Renewal and Value Engineering
- Facility & Data Security
- Plant Design Standards
- Operation Management Standard
- Joint Venture Issues
- Change Orders

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## Build Operate Transfer Projects & Contracts Training Program (BOT795-4)

- Cost Escalation
- Performance Guarantees
- Service Level Agreements
- Subcontractors
- Concession Revenue Management

### Workshop 1

Outline Action Plan to Implement Program  
Communicated Good and Best Practices

### Workshop 2

Advanced Topics? More Details on Some  
above Issues Important for Participants  
(Customized for each Participant Group)

Increasing Productivity through Using  
Standard Forms, Templates, Checklists to  
Perform the IP Processes

Performance Management System to Measure  
Level of Performance in the Above  
Processes? we will develop the KPIs for the  
Above Processes

Planning & Implementing a  
Departmental/Functional Knowledge Base?  
For IP Rights and Methods? Key to  
Achieving Quality Service  
Performance/Repeatability and Superior  
Performance in Our Organization

Your Individualized Action Plan for  
Implementing Good Practices and Best  
Practices Discussed throughout the Program

Enhanced Program Recommendations

### Workshop 3

Advanced Issues 2

Setting up Early warning system to Provide  
Decision Support System

### Workshop 4

Aligning Performance to Organizational  
Vision, Mission & Strategic Objectives

Your Individualized Action Plan for  
Leadership in Your Department/Section/  
Function

### Workshop 5

Integrating the Individualized Action Plans  
Implementing the Integrated Individualized  
Action Plans

Performance Management System for Your  
Department/Section/ Function

### Who Should Attend?

**All participants** take away a good multi-discipline understanding of the issues involved in their work. Program will help them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

**Implementation Teams:** This program can be used to train implementation teams... when a new project or initiative is being started in your organization; when a new strategic focus is being initiated; just prior to a consultant being hired to advise the organization

### Program Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.

### Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
  1. Training New employees
  2. Competency Building in Existing Employees Transferred to a New Assignment
  3. Training Prior to a New Project or Initiative Planned in the Organization
2. Create Competency in the employee to perform his job well. including in relation to

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## Build Operate Transfer Projects & Contracts Training Program (BOT795-4)

1. Relevant Technical Knowledge, Skills and Competencies
2. Organizations' Strategic Objectives
3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
4. Good Management Practices
5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations

### Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
3. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

### This Program is Intended for...

**Those new to the field** take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

**More experienced participants** take away an individualized action plan as mentioned in the previous sections.

**Implementation Teams:** This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Each participant will take away a memorable and potentially life changing experience from the program.

### Registration Recommendations

**Team Nominations:** This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

**Single nominations** will also be accepted for the program. Single nominations are typically used to -

1. Develop personnel skills in critical skills and methodologies covered in this program.
2. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

### For Latest Program Schedule Email:

[bot795-4@EuroTraining.com](mailto:bot795-4@EuroTraining.com)

[www.eurotraining.com/bro/bot795-4.php](http://www.eurotraining.com/bro/bot795-4.php)

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<b>REGISTRATION FORM</b>	
<b>Program:</b>	<b>Build Operate Transfer Projects &amp; Contracts Training Program (BOT795-4)</b>
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

## REGISTRATION INFORMATION

1. To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
  - o USD \$17,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$19,580 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. Provisional Registration: You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.

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