

Helping Your Develop World-Class Competency In...

Estimating, Budgeting, Cost Control & Value Engineering Skills

Providing Expert Multi-Discipline Understanding of the Issues
Industry Good and Best Practices

2 Week Training Workshop

- ✓ Standardized Practices & Processes
- ✓ Early Warning Systems
- ✓ Estimating Knowledgebase
- ✓ Quality Assured Approach

A 2 Week Training Workshop

Program Overview

This program is Cost Engineering 101 - Provides understanding of Fundamental Cost Engineering Issues. This Program is Intended for any Professionals Preparing, Analyzing, Auditing or Approving Estimates. Proposals, Value Engineering Ideas, Claims or Budgets. The program will provide the participant with the essential methodologies and tools for effective estimating, budgeting, cost control and value engineering on his job. The program emphasises use of standardized methods, procedures, knowledgebase and checklists. The participant will be empowered to participate and potentially lead corporate effort to build an estimating knowledgebase and early warning systems of potential overruns. A workshop during the program will give the participant a hands on opportunity to Prepare a Project Estimate.

The program will develop in the participant a performance level understanding of: The Multi-discipline nature of the Estimating Function; Issues and Methods for obtaining Realistic Cost Estimates; Understanding Project Planning and how it Impacts Costs; Methodologies for Work Scope Development; Material Takeoff from Specifications Drawings; Applying Value Engineering Analysis to Estimating; Setting-up Cost Control Early Warning Systems; Using Computer Tools for Estimating; Sources of Estimating, Prediction and Value

Engineering Information; Cost Control Early Warning Systems for detection of overruns; Assist participant develop Estimating Knowledgebase for his Section.

Program Content

(Subject to Customization by Program Director based on Participant Group)

1. Estimating Overview
2. Estimating & Cost Control Problems
3. Estimating Accuracy vs. Guess Work
4. Classification of Costs
5. Bid Preparation
6. Analyzing Production Costs
7. Impact of Contract Conditions on Estimates
8. Good Practices in Estimating
9. Project Objectives
10. Documents and Date Required for Estimating
11. Breaking the Project into Small Manageable Parts or Deliverables (WBS)
12. Identifying Tasks for each Deliverable
13. Deciding Work Methods Used? Where Alternatives
14. Estimate Work Quantities and Resource Requirements
15. Adjusting for Known Problems & Inefficiencies
16. Estimating Direct Costs

17. Adjusting Direct Costs for Known Problems
18. Estimating Site Overheads
19. Estimating Head Office Overheads
20. Estimating Contingencies? Cost Escalations & Contingencies
21. Contractor's Contingency Allowances
22. Owner/Client's Contingency Allowances
23. Adding Allowance for Profit
24. Presenting the Estimate
25. Alternate Estimates using Plan B, Plan C? Monte Carlo Analysis
26. Cost Control Raw Materials
27. Cost Control? Standardization
28. Smart Cost Control
29. Friendly Cost Control
30. Impact of Variation Orders & Claims
31. Reporting Variances the New Approach
32. Good Cost Variances
33. Neutral Cost Variances
34. Bas Cost Overruns
35. Proactive Reporting using Early Warning Systems
36. Computer Tools for Estimating
37. Value Engineering Implementation
38. Quality Assurance in Estimating
39. Workshop 1
40. Outline Action Plan to Implement Improvements based on Program Discussions
41. Workshop 2
42. Advanced Topics - More Details on Above Issues Important for Particular Participant Group (Customization)
43. Action Plan to Implement Improvements based on Program Discussions
44. Program Recommendations

participants quickly become productive quickly and help build a knowledge framework that will help them identify, understand, classify and remember this program discussed technology, On the job learning and life experiences.

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.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

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

Who Should Attend?

All Participants will take away a good multi-discipline understanding of the issues involved in their work. Program will help the

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

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

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. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. 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.
4. 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.

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).

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

For Latest Program Schedule Email:

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REGISTRATION FORM	
Program:	Estimating, Budgeting, Cost Control & Value Engineering Skills Training Program (EST200-2)
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

- To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
- Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant)
- Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
- Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
- 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.
- 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.
- 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.
- 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.
- Please note: No Live Voice Requests for Registration or Provisional Registrations.