



FINANCIAL MANAGEMENT for CONSTRUCTION INDUSTRY

industry-best-practice for construction companies

CIDB

www.zohlgroupp.com

COURSE CODE: NT-FI-04

LEVEL: Basic to Intermediate

LANGUAGE: Bahasa & English

INTRODUCTION

Good financial management is essential in the building industry, no matter how big or small your business. It is important to take a 'hands-on' approach to financial management. While your bookkeeper or an accountant can set up systems and produce reports, as the owner of the business you must be able to read and interpret them, and you should understand how your decisions impact on the financial condition of your business. Managing your cash is vital to ensuring a secure future, both for you and your business. Without proper financial planning and monitoring, your business is unlikely to be successful. In order to maintain a viable business you need to have access to key financial information to help you estimate and forecast current and future cash flow, as well as control expenditure.

OBJECTIVES

The main objective of this training is to understand and implement the industry best practice of Financial Management for Construction industry: This will make the company more efficient both operationally and financially. Thus the company can meet the goals established and lead the way by motivating and encouraging employees to become a coordinated team focused on the destination and meet all project timelines.

COURSE DURATION

2 days (9am—5pm) | Tea Breaks: 10:30am & 3:30pm. | Lunch: 1:00pm-2:00pm **Note:** Please contact our office for Training Date or visit our website for details

METHODOLOGY

The course will be interactive and practical with learning methods to suit every kind of learning preference. There will be activities in groups and pairs as well as individual exercises and everyone will get an opportunity to discuss their work challenges in a supportive environment. There will also be opportunity to practice assertive communication skills through role play and to present a presentation towards the end of the program.

TARGET AUDIENCE

Those for whom finance is not a significant part of their responsibility, but who will benefit from understanding it in more depth. They will be from all departments in the company including:

- Anyone working on a project who needs to understand key financial concepts, and improve forecasting and cost management skills
- Those who are new to project team wanting a refresher
- Project Cost Controllers who want to create and manage their budgets more effectively
- Site Supervisors who want to know more about cost management and projects
- Operation Managers who want to understand financial statements
- Senior Management, especially, project managers facing financial decisions or expect to make a contribution to a wider project planning process.

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

COURSE CONTENT

Module 1 - The financial statements are the basic measurements of a company's strengths and weaknesses. The construction industries are without exception. Poor financial management is the prime contractor's failure. Financial statements, Income Statements, and Balance Sheets are the basis for keeping score of sales, profit and loss. The most successful companies execute financial statements on a monthly basis.

Module 2 - Projecting cash flow is an important aspect of building contractor financial management. A cash flow forecast is a projection of the cash receipts and cash payments for a future period of time. A company cash supply is determined by its profitability and efficiency. Failure to have an adequate cash flow has resulted in the bankruptcy of many otherwise profitable companies. To ensure the company has a proper cash flow, a cash analysis must first be performed.

Module 3 - The profitability of a company is a driving factor for investors and lending institutions. Similarly for construction industries, profits are used as a gauge in comparing year to year performance as well as comparison to competing companies.

Module 4 – FINANCIAL PLANNING

Construction Companies that plan for the future consistently do well financially. Making good investment decisions and financing for growth are two requirements for Financial Planning.

Module 5 – Eliminating waste and increasing profit.

With the continuous decline in profit margins and increased competition in construction projects, construction contractors are continuing to search for ways of eliminating waste and increasing profit. Although numerous approaches have been developed to improve efficiency and effectiveness of construction processes, lean construction techniques offer the promise to minimize, if not completely eliminate, non value-adding work.

Module 6 – Cost escalation (residential) clause & adjustment guidelines (commercial)

Rising costs in labour and building materials, due to a variety of factors, make it difficult to price building work, and there is a risk that, during the course of a contract, the costs of performing that contract will rise or fall from the costs initially estimated. Generally, this risk cannot be controlled.

Module 7 – Avoiding & managing disputes

Disputes in the building and construction industry are common and often challenging to avoid. The most common types of building related disputes are:

- Technical disputes (including defects and quality of work/products)
- Contractual disputes (including non-payment, project completion, extension of time, etc.).

This module is relevant since proper dispute management strategy would have significant financial & economic impact to the construction companies.

Module 8 – Safety management plans

A work health and safety (WHS) management plan is a documented health and safety plan for a specific construction workplace.

The Master Builders Commercial WHS Management Plan is available and was developed to help builders meet their obligations and allows you to:

- Have 24/7 access to your documents
- Be able to easily and quickly distribute the completed plan to subcontractors and clients in 'real time'
- Ensure you are using a compliant and up-to-date plan
- Save time by re-using information from previous plans to create new, similar plans
- Have access to a competitively priced, quality product that you can trust

This module is relevant since proper WHS Management Plan would have significant financial & economic impact to the construction companies.

Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM

Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(SST ID: W10-1810-32000429)

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Bandar Sri Damansara, 52200 Kuala Lumpur

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INVESTMENT

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

Requested: 20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Noraini Bt Hj Mohd Nor - Chartered Accountant | Member of Malaysian Institute of Accountant (MIA) (Member No: CA39610). She graduated from UUM in 1995 with a degree in Accounting. She has extensive experience in Accounting and Financial Management spanning over 20 years.



She has experience in providing training services to entrepreneurs and various clients including:

- MARA Wilayah (PUSMA)
- MARA Selangor - Sepang
- FAMA - Kuala Lumpur
- Institut Keusahawanan Negara (Inskan)
- Maktab Koperasi Malaysia (MKM) – Petaling Jaya
- Jabatan Pertanian Klang
- SME Corporation Malaysia – Yayasan Inovasi Malaysia

Some of the courses she conducted include:

- Bookkeeping for Small Business
- Cash Flow Management
- Bookkeeping and Costing for Small Business
- Costing and Pricing Methodology
- Financial Management for Entrepreneurs

***Note:** trainer availability is subject to change



REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Venue: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroup.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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