



*Training Course:
Work Assignment With Contract*

*8 - 12 September 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Work Assignment With Contract

Training Course code: MI236051 From: 8 - 12 September 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 6000 € Euro

Introduction

In today's asset-intensive industries, the collaboration between in-house maintenance teams and external contractors is essential for achieving operational efficiency, safety compliance, and project deadlines. However, miscommunication, lack of clarity in contracts, and poor task alignment often lead to delays, cost overruns, and operational disruptions.

This practical and focused training program, designed by Global Horizon Training Center, empowers maintenance personnel with the skills and knowledge needed to effectively assign, monitor, and manage work performed under contractual agreements. Participants will gain clarity on contract structure, work scoping, contractor coordination, performance tracking, and legal considerations – ensuring smooth and efficient execution of contracted maintenance tasks.

Objectives

By the end of the training, participants will be able to:

- Understand the fundamentals and types of maintenance-related contracts.
- Define, delegate, and monitor work assignments under contractual frameworks.
- Align contractor deliverables with maintenance department requirements.
- Apply best practices in contract administration and scope control.
- Manage contractor performance, KPIs, and service-level agreements SLAs.
- Ensure compliance with safety, regulatory, and legal requirements.

Course Methodology

- Interactive Presentations with visual aids and real-life case examples
- Group Workshops for work scoping, contract drafting, and assignment planning
- Role-playing Exercises simulating contractor engagement scenarios
- Templates and Tools for tracking work assignments and contractor KPIs
- Case Studies focusing on successful and failed maintenance contracts

Organizational Impact

The program will enable organizations to:

- Improve the execution and control of maintenance work performed by contractors.
- Minimize contractual disputes and ambiguities.
- Enhance communication and alignment between internal teams and vendors.
- Reduce operational downtime through efficient work assignment processes.
- Strengthen compliance with safety and regulatory obligations.

Target Audience

- Maintenance Supervisors and Planners
- Maintenance Engineers and Technicians
- Contract Coordinators and Administrators
- Project and Maintenance Managers
- Procurement and Technical Services Staff
- Anyone involved in outsourced maintenance work

Outlines

Day 1: Introduction to Contracted Work in Maintenance

- Overview of Maintenance Work Assignments
- Importance of Contracts in Outsourced Maintenance
- Types of Maintenance Contracts Lump Sum, Unit Rate, Time & Material
- Roles and Responsibilities of Maintenance vs Contractors
- Case Study: Lessons from Contract Misalignment

Day 2: Defining Scope and Work Assignment

- Work Breakdown Structure WBS for Maintenance Projects
- Creating Clear and Complete Scope of Work SOW

- Scope Clarity vs Ambiguity: Risks and Consequences
- Specifying Technical, Safety, and Quality Standards

Day 3: Contractor Engagement and Coordination

- Prequalification and Contractor Selection
- Kick-off Meetings and Work Package Delivery
- Coordination Protocols and Access Control
- Contractor Communication and Reporting Structures

Day 4: Contract Administration and Performance Monitoring

- Contract Management Lifecycle in Maintenance
- Managing Variations, Change Orders, and Scope Creep
- KPIs and SLAs for Maintenance Contractors
- Site Supervision and Quality Assurance
- Tools and Templates: Daily Logs, Checklists, Compliance Forms

Day 5: Risk Management, Safety, and Compliance

- Legal and Regulatory Aspects of Contracted Work
- Safety Obligations and Permit-to-Work Systems
- Managing Disputes and Conflicts with Contractors
- Final Project: Assigning and Managing a Full Contracted Maintenance Task
- Wrap-up: Best Practices and Improvement Planning

Registration form on the Training Course: Work Assignment With Contract

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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info@gh4t.com
or training@gh4t.com

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to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.