



# **PANDUAN PENYEDIAAN LAPORAN RINGKASAN KERJA**

## **BAHAGIAN KOMPETENSI PENYELIAAN DAN PENGURUSAN (BKPP) SEKTOR PERSONEL BINAAN (SPB)**

MAKLUMAN KEPADA PEMOHON: Sila baca panduan penyediaan Laporan Ringkasan Kerja bagi sebarang permohonan pentauliahan.

## 1.0 PENDAHULUAN

Penyediaan dan penulisan Laporan Ringkasan Kerja adalah salah satu elemen penilaian kepada program pentauliahan CIDB.

Panduan penyediaan Laporan Ringkasan Kerja ini adalah bertujuan untuk memberikan panduan lengkap dan tersusun mengenai semua aspek penyediaan laporan tersebut kepada pihak CIDB.

Dengan panduan ini diharapkan dapat membantu pemohon-pemohon untuk menyediakan laporan ringkasan kerja mengikut susunatur yang dikehendaki disamping mengurangkan kekeliruan berhubung isi kandungan laporan tersebut. Adalah diharapkan dengan adanya panduan penyediaan laporan ini, pemohon akan dapat menghasilkan sebuah laporan yang berkualiti.

## 2.0 TUJUAN

- 2.1 Semua maklumat yang dinyatakan bertujuan untuk memberi panduan kepada pemohon untuk menyediakan Laporan Ringkasan Kerja secara bersistematik dan berkualiti
- 2.2 Laporan Ringkasan Kerja disediakan dalam format PDF dan perlu dimuatnaik ke dalam borang permohonan pemohon.

## 3.0 FORMAT PENULISAN LAPORAN RINGKASAN KERJA

Kandungan Laporan Ringkasan Kerja adalah seperti berikut:

### a. Kandungan Muka Hadapan

- Menyatakan tajuk laporan dan nama pemohon pada muka hadapan (Cover Page).
- Rekabentuk muka hadapan terpulang kepada kreativiti pemohon.
- Jenis tulisan yang digunakan, sela (jarak langkau) antara baris dan penggunaan huruf besar dan huruf kecil adalah mengikut pilihan pemohon.
- Penulisan tajuk dan nama pada muka hadapan : ***Alignment : Center***
- Sila rujuk **Lampiran A** bagi contoh penyediaan muka hadapan

b. Kandungan Laporan

- Kandungan laporan adalah berbentuk laporan teknikal yang merangkumi pelaporan terhadap tugas-tugas atau kerja atau projek yang dipertanggungjawabkan atau dilaksanakan **sepanjang sepuluh (10) tahun terkini**.
- Bilangan projek yang perlu dilaporkan adalah sekurang-kurangnya **lima (5) yang terbaik** di sepanjang sepuluh (10) tahun bertugas.
- Setiap projek yang dilaporkan hendaklah **disokong dengan gambar, rajah, jadual** dan sebagainya yang berkaitan dengan projek.
- Kandungan penulisan hendaklah berdasarkan laporan ringkasan kerja terdahulu dengan betul dan tepat.
- Laporan Ringkasan Kerja ini juga perlu mempunyai **nombor muka surat** pada setiap muka surat.
- Perincian yang perlu dilaporkan bagi setiap projek/tugasan/kerja adalah seperti berikut:
  - Tahun Projek
  - Tajuk Projek
  - Lokasi Projek
  - Nilai Kontrak (RM)
  - Jawatan di dalam Projek (cth: Konsultan/Pengurus/Pengurus Projek/Penyelia tapak)
  - Tarikh Mula Projek
  - Tarikh Tamat Projek
- Sila Rujuk **Lampiran B** bagi contoh penyediaan kandungan laporan

c. Kandungan Lampiran

- Pemohon boleh melampirkan gambar, jadual, contoh lukisan, rajah dan sebagainya yang berkaitan dengan projek yang dipertanggungjawabkan.
- Setiap gambar, jadual dan rajah perlu dilabelkan dengan tajuk.

- Setiap muka surat lampiran hendaklah mengandungi nombor muka surat.

#### **4.0 PENUTUP**

Panduan penyediaan Laporan Ringkasan Kerja ini diharapkan akan dapat membantu pemohon dalam menyediakan satu pelaporan yang lengkap dan berformat bagi memudahkan penilaian pentauliahan dilaksanakan. Berdasarkan panduan ini, pihak CIDB akan membuat penilaian pentauliahan terhadap Laporan Ringkasan Kerja pemohon.

Pihak CIDB berhak memohon pindaan/tambahan maklumat atau dokumen sokongan dari masa ke semasa sekiranya dirasakan perlu.

# LAPORAN RINGKASAN KERJA

## PROGRAM PENTAULIAHAN PENYELIAAN DAN PENGURUSAN LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA

### DISEDIAKAN OLEH:

NAMA PENUH : **SITI MARYAM BINTI ABDULLAH**  
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## LAMPIRAN B: LAPORAN RINGKASAN KERJA

Sila isi jadual yang disediakan, **Jadual 1** bagi menyenaraikan bukti pengalaman di dalam industri pembinaan. Pengalaman merangkumi tugas-tugas menyelia/mengurus projek pembinaan. Nyatakan secara ringkas: Tajuk/Jawatan yang dipegang, nama majikan, lokasi dan nilai projek (RM) yang menunjukkan tahap kompleksiti tugas. Bukti tugas-tugas yang dilakukan perlulah menjawab kepada pernyataan keberhasilan program (PO) dan perincian skop tugas seperti di dalam **Lampiran 1** dan **Lampiran 2**.

**Jadual 1:** Bukti pengalaman kerja dalam industri pembinaan

BIL.	TAHUN PROJEK	NAMA PENUH PROJEK	NAMA PENUH MAJIKAN	JAWATAN	PERINCIAN SKOP TUGASAN
1.	<Isikan tahun projek dilaksana>	<Isikan nama penuh projek>	<Isikan nama penuh majikan anda untuk projek yang dinyatakan>	<Sila isikan jawatan anda untuk projek yang dinyatakan>	<Isikan skop tugas anda untuk projek yang dinyatakan berdasarkan skop yang dinyatakan di Lampiran 1>

**Bahagian ini perlu ditandatangani oleh pemohon dan disahkan oleh majikan atau mana-mana personel yang kompeten dari bidang yang sama dengan bidang yang dipohon. Pastikan setiap helaian bukti pengalaman juga disahkan.**

Disediakan oleh:

Disemak dan disahkan oleh:

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 Nama pemohon:  
 No Kad Pengenalan:  
 Tarikh:

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 Nama majikan / personel kompeten:  
 No Kad Pengenalan:  
 Tarikh:

**Jadual 1:** Rujukan dan cakupan tugas yang berkaitan dengan program pentauliahan yang dipilih.

Nama Program	Rujukan tugas
Pengurus Projek Pembinaan (CCPM)	<ol style="list-style-type: none"> <li>1) <i>Fundamental of Project Management Competency</i></li> <li>2) <i>Project Initiation</i></li> <li>3) <i>Conceptual Design &amp; Preliminary Estimate</i></li> <li>4) <i>Procurement Management</i></li> <li>5) <i>Project Planning, Monitoring and Control</i></li> <li>6) <i>Project Financial Management</i></li> <li>7) <i>Design Development &amp; Authority Liaison</i></li> <li>8) <i>Quality Management</i></li> <li>9) <i>Health &amp; Safety Management</i></li> <li>10) <i>Environmental Management</i></li> <li>11) <i>Value Management</i></li> <li>12) <i>Tender Management</i></li> <li>13) <i>Contract Management</i></li> <li>14) <i>Project Handover and Close Out</i></li> <li>15) <i>Operation and Maintenance</i></li> <li>16) <i>Project People and Team Management</i></li> </ol>
Pengurus Pembinaan (CCM)	<ol style="list-style-type: none"> <li>1) <i>Fundamental of Construction Management Competencies</i></li> <li>2) <i>Tendering Management</i></li> <li>3) <i>Site Mobilisation Management</i></li> <li>4) <i>Construction Planning and Implementation</i></li> <li>5) <i>Cash Flow Management</i></li> <li>6) <i>Construction Quality Management</i></li> <li>7) <i>Safety and Health Management</i></li> <li>8) <i>Environmental Protection Management</i></li> <li>9) <i>Project Personnel / Staff Management</i></li> <li>10) <i>Construction Materials Management</i></li> <li>11) <i>Construction Labour Management</i></li> <li>12) <i>Sub-Contractors Management</i></li> <li>13) <i>Plant &amp; Machinery Management</i></li> <li>14) <i>Sundry Construction Management Duties</i></li> <li>15) <i>Site Office Management</i></li> <li>16) <i>Contract Administration</i></li> <li>17) <i>Project Handover Management</i></li> </ol>
Pengurus Pengurusan Fasiliti (FMM)	<ol style="list-style-type: none"> <li>1) <i>Introduction to Facilities Management</i></li> <li>2) <i>Operation &amp; Maintenance Planning</i></li> <li>3) <i>Leadership &amp; Strategy Planning</i></li> <li>4) <i>Finance &amp; Business Planning</i></li> <li>5) <i>Risk Management Control</i></li> <li>6) <i>Communication Planning</i></li> <li>7) <i>Contract Management Governance</i></li> <li>8) <i>Quality Control Management</i></li> <li>9) <i>Project Management Planning</i></li> <li>10) <i>Technology Management Planning</i></li> </ol>
Penyelia Tapak Binaan (CSS)	<ol style="list-style-type: none"> <li>1) <i>Introduction, Preliminaries and Logistic Planning</i></li> <li>2) <i>Communication and Liaison</i></li> <li>3) <i>Roles and Responsibility of Project Team</i></li> <li>4) <i>Site Mobilisation and Preparation</i></li> <li>5) <i>Site Administration, Health, Safety, Environment and Quality Management System</i></li> </ol>

	6) <i>Project Supervision</i> 7) <i>Project Monitoring, Control &amp; Claims</i> 8) <i>Post Construction</i>
Eksekutif Pengurusan Fasilitas (FME)	1) <i>Introduction to Facilities Management</i> 2) <i>Operation And Maintenance (O&amp;M) Coordination</i> 3) <i>Leadership &amp; Strategy Implementation</i> 4) <i>Finance Administration</i> 5) <i>Communication</i> 6) <i>Human Resource Management</i> 7) <i>Contract Administration</i> 8) <i>Quality Control and Legislation Coordination</i> 9) <i>Project Management</i>
Pegawai Pengurusan Trafik Pembinaan (CTMO)	1) <i>Introduction to Construction Traffic Management Officer</i> 2) <i>Understanding Construction Traffic Management Plan</i> 3) <i>Propose and Prepare Construction</i> 4) <i>Traffic Management Control Plan and Organize Resources</i> 5) <i>Method of Statement</i> 6) <i>Organize Construction Traffic</i> 7) <i>Management Control System at Work Zone</i> 8) <i>Monitoring and Control</i> 9) <i>Assessment and Statistic</i> 10) <i>Report</i> 11) <i>Emergency Response Plan (ERP)</i> 12) <i>Leadership, Communication and</i> 13) <i>Liaison</i>



## KEBERHASILAN PROGRAM (*PROGRAM OUTCOME, PO*)

Keberhasilan program adalah satu bentuk pernyataan yang menggabungkan pengetahuan, pengalaman, tahap kemahiran yang dinilai melalui kaedah-kaedah pentauliahan CIDB. Keberhasilan program ini dijadikan bahan rujukan bacaan atau capaian buat peserta untuk bersiap sedia sebelum menghadiri penilaian pentauliahan program ini. **Jadual 1, Jadual 2, Jadual 3, Jadual 4, Jadual 5** dan **Jadual 6** menunjukkan keberhasilan program bagi program pentauliahan mengikut tahap kompetensi.

**Jadual 1:** Keberhasilan program bagi Penyelia Tapak Binaan Bertauliah (CSS) Tahap 4

PO	SPECIFIC CRITERIA	PROGRAM OUTCOME STATEMENT
PO1	<b>Knowledge and Competent</b>	Site Supervisor who is <b>knowledgeable, competent</b> to facilitate and fulfil the supervisory works efficiently in meeting the cost, time and quality expected from the project.
PO2	<b>Safety and Quality</b>	Site Supervisor who uphold the importance of <b>safety</b> culture in the workplace and ensuring a <b>quality</b> deliverables from his services.
PO3	<b>Effective and Teamwork</b>	Site Supervisor who is able to work independently yet <b>effectively</b> in <b>multi-disciplinary team</b> for construction industry excellence.
PO4	<b>Reliable and Communication</b>	Site Supervisor who is <b>reliable</b> , helpful and able to <b>communicate effectively</b> and contribute his skills for efficient project management
PO5	<b>Ethical and Environmental</b>	Site Supervisor who applies the <b>ethical</b> responsibility towards society, <b>environment</b> and embrace the important of sustainable development in his profession.

**Jadual 2:** Keberhasilan program bagi Eksekutif Pengurusan Fasiliti Bertauliah (FME) Tahap 4

PO	SPECIFIC CRITERIA	PROGRAM OUTCOME STATEMENT
PO1	<b>Knowledgeable and Competent</b>	Facilities Management Executive who is <b>knowledgeable, competent</b> to facilitate, coordinate and fulfil the FM works efficiently in meeting the budget, duration and satisfactory deliverables expected in the operation and maintenance along building life cycle operation.
PO2	<b>Communication, Leadership and Human Resource</b>	Facilities Management Executive who is reliable, helpful and able to <b>communicate</b> effectively in multi-peer organizations and contribute his skills for efficient facilities management using established <b>leadership</b> and strategy implementation executed by his <b>human resource</b> administration.
PO3	<b>Contract and Finance</b>	Facilities Management Executive who demonstrate the sufficient understanding of project procurement, able to admin the <b>contract</b> and <b>finance</b> principles start from initial conceptual stage through client's needs/brief to assist an effective facilities management implementation.
PO4	<b>Safety, Quality and Legislation</b>	Facilities Management Executive who uphold the importance of <b>safety</b> culture in the workplace and ensuring a <b>quality and legitimate</b> deliverables from his services including performing related assessment and control measures.
PO5	<b>Teamwork, Ethical, Sustainability Environment and Project Management</b>	Facilities Management Executive who is able to work independently yet effectively in multi-disciplinary <b>team</b> , delivering <b>ethical</b> responsibility towards the society, <b>environment</b> and embrace the important of <b>sustainable</b> operation in his profession that to be in-line with his efficient <b>project management</b> skills.

**Jadual 3:** Keberhasilan program bagi Pegawai Pengurusan Trafik Pembinaan Bertauliah (CTMO) Tahap 4

PO	SPECIFIC CRITERIA	PROGRAM OUTCOME STATEMENT
PO1	<b>Knowledge and Competent</b>	Construction Traffic Management Officer who has extensive <b>Knowledge</b> and <b>Competent</b> assisting his Project Manager in analysing, evaluating, planning, scheduling, organizing, preparing TMCP drawing, implementating, monitoring, control and reporting of assigned traffic management work according to Acts, Laws, Best Industry Practices, Guidelines, Rules and Regulations and Code of Conducts.
PO2	<b>Professional Ethics, Environment, Safety and Health</b>	Construction Traffic Management Officer who upholds and demonstrates the importance of <b>Professional Ethics, Environment, Safety and Health</b> work culture at the work zones area and prioritize the sustainable approach in his management and delivering his services using established Traffic Management methodologies such as Construction Traffic Risk Management (CTRM), RSA, TIA, ERP, TMCP, MOS etc.
PO3	<b>Contract, Records and Report</b>	Construction Traffic Management Officer who able to <b>contractually</b> prepare and propose CTMCP, understand CTMP and project management documentations with ability to perform quantity take off, BQ costing estimation and preparation, contract document, CTMSR and all other <b>records and reports</b> , required from his services efficiently in his work zones area.
PO4	<b>Communication, Leadership, Teamwork and Entrepreneurship</b>	Construction Traffic Management Officer who excel in effective <b>communication</b> with his employer and <b>lead</b> the team able to translate the needs into exemplary Traffic Management services in coordinate, organize, liaise, present, obtain approvals with the internal and external stakeholders and <b>multi-disciplinary Project Team</b> for compliance with all needs, technical and commercial requirements including satisfactory <b>Entrepreneurship</b> mindset for the sustainability of his profession.
PO5	<b>Quality, Planning, Monitoring and Control</b>	Construction Traffic Management Officer who ensuring a <b>Quality</b> deliverable from his team services through the efficient <b>Planning, Monitoring, Control and Closing</b> activities with establishment of Traffic Management procedures using modern and effective traffic management tools for satisfactory and quality Construction Traffic Management.

**Jadual 4:** Keberhasilan program bagi Pengurus Pengurusan Fasiliti Bertauliah (FMM) Tahap 5

PO	SPECIFIC CRITERIA	PROGRAM OUTCOME STATEMENT
PO1	<b>Knowledge and Competent</b>	Facilities Management Manager who has extensive <b>Knowledge</b> and <b>Competent</b> in Facilities Management accomplishing to plan, coordinate, organise, monitor, control, mitigate and manage a facility in meeting the budget, duration and quality deliverables expected along building life cycle.
PO2	<b>Professional Ethics, Environment, Safety and Health</b>	Facilities Management Manager who upholds and demonstrates the importance of <b>Professional Ethics, Environment, Safety</b> and <b>Health</b> work culture at the facility and prioritize the sustainable approach in his management.
PO3	<b>Operation &amp; Maintenance and Technology Application</b>	Facilities Management Manager who evaluating a range of <b>Operation</b> and <b>Maintenance</b> facilities management techniques across project under taking which include planning, execution and control to underpin substantial and reasonable judgmental evaluation. Adapt sustainable <b>Technology Application</b> in the process of operation and maintenance
PO4	<b>Communication and FM Team</b>	Facilities Management Manager who excel in effective <b>communication</b> with his employer and team member which able to translate the needs into satisfactory Project Management and leading a negotiation with stakeholders and multi-disciplinary <b>FM Team</b> for compliance with all needs, technical and commercial requirements.
PO5	<b>Quality, Planning, Monitoring and Control</b>	Facilities Management Manager who ensuring a <b>Quality</b> deliverable from his team services through the efficient <b>Planning, Monitoring</b> and <b>Control</b> with establishment of management procedures in risk management, proactive and reactive maintenance in predicting and forecasting followed by mitigating using specific conventional techniques and modern facilities management tools for satisfactory quality assurance.
PO6	<b>Procurement, Finance and Budget Management</b>	Facilities Management Manager who demonstrate the comprehensive understanding of project <b>Procurement, Finance</b> and <b>Budget Management</b> principles start from initial conceptual stage through client's needs/brief for effective procurement and in the same time, able to predict and forecast the cash flow and execute the financing control along the project delivery until closing account.
PO7	<b>Tender, Contract and Vendor Management</b>	Facilities Management Manager who well verse in <b>Tender, Contract</b> and <b>Vendor Management</b> activities and procedures in delivering high yield investment to his employer through systematic SWOT analysis and solve discrepancies or using appropriate dispute resolution strategies in accordance with the contract.
PO8	<b>Personal Skill and Entrepreneurship Skills</b>	Facilities Management Manager who leading an exemplary <b>Personal Skill</b> include self-directing lifelong learning and facilitate great worthy <b>Entrepreneurship Skills</b> and continuously explore and obtain related competencies for an efficient and excellence of Facility Project Management.

**Jadual 5:** Keberhasilan program bagi Pengurus Pembinaan Bertauliah (CCM) Tahap 5

PO	SPECIFIC CRITERIA	PROGRAM OUTCOME STATEMENT
PO1	Knowledge and Competency	Construction Manager who has extensive <b>knowledge</b> and <b>competent</b> in Malaysian Construction Management activities in implementing and accomplish to plan, coordinate, organise, monitor, control, mitigate and <b>handover</b> the construction project in meeting the cost, duration and quality expected from the project in a complete project life cycle activities
PO2	Tender, Contract and Sub-Contract Management	Construction Manager who carries <b>entrepreneurship</b> mind-set and well versed in <b>tender, contract and sub-contract management</b> activities and procedures in delivering high yield investment to his employer through systematic SWOT analysis and solve discrepancies or using appropriate dispute resolution strategies in accordance with the contract from date of possession until project close-out activities.
PO3	Site Mobilisation, Construction Planning and Site Office Management	Construction Manager who is independently able to manage site possession and related <b>mobilisation</b> activities including plan, organize, monitor and solve problems of site office and inside boundary complied to Acts, Regulations which integrate all respective local authorities' requirements, service providers, Malaysian Regulatory Bodies, Community & Other Statutory in the construction project.
PO4	Finance and Cash Flow Management	Construction Manager who demonstrates the comprehensive understanding of project management <b>cash flow</b> process and activities including initial, progress, interim and variation claims for effective <b>financial control</b> and at the same time, able to predict and forecast the cash flow pattern and execute the project's financing control along the project development until final account.
PO5	Quality Management	Construction Manager who ensures <b>quality</b> deliverables from his team services through <b>efficient</b> project planning, monitoring and control with correct establishment of construction management procedures using specific conventional techniques and modern construction management tools for satisfactory documentations records for construction Quality Assurance/Quality Control (QA/QC) implementation.
PO6	Ethics, Safety, Health and Environmental Management	Construction Manager who upholds and demonstrates the importance of <b>ethical, safety, health and environmental</b> management work culture at the workplace and prioritizes the <b>sustainable</b> development approach in his construction project using appropriate Policies, Process and Plan in compliance with all statutory requirements.
PO7	Project Personnel, Team and Stakeholder Management	Construction Manager who excels in effective <b>communication</b> with his employer and team which is able to translate the work into satisfactory administration and control project delivery while leading a participation with stakeholders and across <b>multi-disciplinary team</b> members for efficient construction management by cultivating a positive working culture in his Construction Site.
PO8	Materials, Labour and Machineries Management	Construction Project Manager who <b>evaluates</b> a range of principles and complex construction management techniques across a wide spectrum of contractual obligations for the work of himself and others which include planning, execution and control the important parameters in construction management which is <b>material, manpower and machinery</b> management.

**Jadual 6:** Keberhasilan program bagi Pengurus Projek Pembinaan Bertauliah (CCPM) Tahap 6

PO	SPECIFIC CRITERIA	PROGRAM OUTCOME STATEMENT
PO1	<b>Knowledge and Competency</b>	Construction Project Manager who has extensive <b>knowledge</b> and <b>competent</b> in Construction Project Management accomplishing to plan, coordinate, organise, monitor, control, mitigate and handover the construction project in meeting the cost, duration and quality expected from the project life cycle activities.
PO2	<b>Ethics, Environment, Safety And Health Management</b>	Construction Project Manager who upholds and demonstrates the importance of <b>ethical</b> , professional, <b>environment, safety</b> and <b>health</b> work culture at the workplace and prioritize the <b>sustainable</b> development approach in his construction project.
PO3	<b>Tender, Contract and Value Management</b>	Construction Project Manager who well verse in <b>tender, contract</b> and <b>value management</b> activities and procedures in delivering high yield investment to his employer through systematic SWOT analysis and solve discrepancies or using appropriate dispute resolution strategies in accordance with the contract until the project close-out activities.
PO4	<b>Procurement and Financial Management</b>	Construction Project Manager who demonstrate the comprehensive understanding of project management <b>finance</b> principles start from initial conceptual stage through client's needs/brief for effective <b>procurement</b> and in the same time, able to predict and forecast the cash flow and execute the financing control along the project delivery until closing account.
PO5	<b>Design &amp; Liaison and Team Management</b>	Construction Project Manager who excel in effective <b>communication</b> with his employer and team which able to translate the needs into satisfactory and approved <b>design</b> while leading a negotiation with stakeholders and <b>multi-disciplinary project team</b> for authorities' approvals within reasonable time in compliance with all needs, technical and commercial requirements.
PO6	<b>Quality Management, Project Planning, Monitoring And Control</b>	Construction project manager who ensuring a <b>quality</b> deliverables from his team services through the efficient project <b>planning, monitoring</b> and <b>control</b> with correct establishment of project management procedures in risk management, predicting and forecasting followed by mitigating using specific conventional techniques and modern project management tools for satisfactory documentations records.
PO7	<b>Complex PM Techniques &amp; Operation and Maintenance</b>	Construction project manager who <b>evaluating</b> a range of principles and <b>complex project management techniques</b> across wide obligations for the work of himself and other which include planning, execution and control to underpin substantial and reasonable judgemental evaluation as well as exercising credible autonomy along the process of construction until <b>operation and maintenance</b> .
PO8	<b>Personal &amp; Entrepreneur Skill</b>	Construction project manager who <b>leading</b> an exemplary personal skill include self-directing lifelong learning and facilitate great worthy <b>entrepreneurship</b> skills and continuously explore and obtain related competencies for an efficient and excellence of Construction Project Management.

**SEBARANG PERTANYAAN BOLEH HUBUNGI:**

**BAHAGIAN KOMPETENSI PENYELIAAN DAN PENGURUSAN  
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