

CONVERSATION WITH | KEEPING UP WITH THE CONTRACTS







CEO'S MESSAGE CEO'S 信息

PUSHING FORWARD IN 2021!



Dear Colleagues,

Thank you for attending the Town Hall and the Workers Labour Day celebration in June and May respectively. As we enter July, like what Wee Khong mentioned during the Town Hall – let us make a fresh start with a forward-looking attitude for the second half of 2021!

In the last issue, we shared about the Teambuild Integrated Planning System (TIPS). The team is embarking on the user acceptance test and training this month which we will be sharing more about in the next issue. In the meantime, I urge the IPS team and the Project teams involved to put the implementation of TIPS as one of your priorities for this second half of 2021.

We have been driving the use of Lean methodology to improve our efficiency and productivity over the last 2 years. And, TIPS, which incorporates the Last Planner® System in its planning logic, is one of the initiatives. Hence, on the same note, I would like to again emphasize on Lean construction.

The benefits are obvious; however in order to see results, we would need to do planning at different levels and not just the master program. Six weeks look-ahead. Weekly look-ahead. Daily planning. If we can list down in detail all the work processes, engage our subcontractors, understand the problems that arise and make adjustments on a day to day basis, we will be able to overcome the current situation and minimize delays. Our subcontractors will be more committed to work with us if we are able to plan effectively and ensure

they have continuity of work and less rework.

This issue, the spotlight is on our workers, TBEC Contracts team and IT team.

The past year hasn't been easy, but our workers never ceased to toil tirelessly every day. In celebration of their dedication, the HR team hosted a virtual May Day event for them which also saw the launch of the inaugural Long Service Award for workers. Moving forward, the Long Service Award will be presented during May Day every year to those who have reached the 10-year, 15-year, and 20-year service milestone. Thank you to the HR team for organising this celebration and the project teams for the coordination.

Over the years, the Contracts department has continued to uphold their focus and work tirelessly on tenders after tenders, and their efforts have not gone unappreciated. In this issue, the team sits down to share what goes down behind the scenes. Likewise, the IT team who has been working hard behind the scenes, shares with us their first-hand account in ensuring the transition to work-from-home during last year's circuit breaker is as smooth as possible.

Enjoy reading this issue!

Last but not least, with the current Covid-19 situation, we have adopted more virtual meetings. While it is an efficient mode of conducting meetings, let us also ensure we do not lose the human touch.

各位同事

感谢大家参加6月的公司全员大会和5月的劳动节庆祝活动。正如Wee Khong在公司全员大会中提及—7月将至, 让我们一起努力,昂首迈进2021下半年!

上一期我们分享了Teambuild的"综合规划系统"(TIPS)。该团队将在本月开始展开用户测试和培训,我们将在下一期分享更多相关内容。与此同时,我敦促 IPS 团队和相关项目团队将 TIPS 作为 2021 下半年的优先事项之一。

在过去的两年里,我们一直在推行精益方法(Lean methodology)来提高我们的效率和生产力。将 Last Planner® System 作为系统的一个重要部分的 TIPS是我们推行精益方法的其一项目。(及引入将使工作流程变得更顺畅,从而最大化劳动力和原材料资源的生产率)。因此,我想再次强调精益建造(Lean construction)的重要性。精益建造带来的好处是显而易见的,但是,为了达到预期的效果,我们需要从不同层面进行规划。不仅要做好总体规划,而且还要做六周计划、周计划及日计划。只有我们能够详细列出所有工作流程,并与我们的分包商通力合作,遇到问题及时调整,才能克服当前困难并最大限度地减少工程延误。同时,如果我们能够有效地计划并确保工程的连续性,减少返工,我们的分包商将更乐于与我们合作。

本期的聚光灯在于:我们的工人、TBEC 合约 (Contracts) 团队和 IT 团队。

过去的一年并不轻松,我们的工人每天不知疲倦地工作。 为了感谢他们的辛勤劳动,人力资源团队举办了一场劳动 节庆祝活动,并为工人颁发了首批长期服务奖。从今年 起,我们将在每年劳动节期间颁发长期服务奖给那些为公 司工作长达 10 年、15 年和 20 年的工人。感谢人力资源团 队组织这次活动,并感谢项目团队的协调,让这次活动圆 满落幕。

多年来,我们的合约(Contracts)团队一直秉持专注的敬业精神,抓好投标工作。他们的辛勤努力值得嘉许。在本期中,该团队与大家分享工作中的酸甜苦辣。此外,一直在幕后默默耕耘的IT团队将与我们分享去年的阻断措施实施期间,他们的工作点滴以及如何确保大家能够顺利地进行在家办工。

敬请阅读相关内容!

最后, 在当前的 Covid-19 情况下, 我们很多的会议都以虚 拟模式进行。虽然这是个高效率的模式, 但我们也应确保 我们不失去该有的面对面交流。



zoom









DABOUR DAY WORKER CELEBRATIONS

The past year hasn't been easy, but our workers never ceased to toil tirelessly every day. In celebration of their dedication, the HR team hosted a virtual May Day event for them, which garnered a total of 1,500 livestream views from our workers and staff. In addition to dinner and a lucky draw segment, the event also saw the distribution of long service awards and a speech by Mr Seow.

A big thank you to the HR team for organising this celebration and the project teams for the







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Yashpal Singh 8:04 F

noth kumar Vinovk 8:04 P

May Day *



LONG SERVICE AWARDS

Our first year of the Workers Long Service Awards saw familiar faces receiving recognition and gratitude for their contributions. Moving forward, the Long Service Award will be presented during May Day every year to those who have reached the 10-year, 15-year, and 20-year service milestone. Thank you all for your efforts!

























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1 5 Y E A R S







CONGRATS
TO ALL
AWARDEES!

COVID-19 MANAGEMENT IN THE WORKPLACE



90%

of our workers have already been vaccinated and we are working towards achieving **100%**.



⁶⁶Everyone wants this pandemic to go away and taking the vaccine is one way each of us can contribute to this effort.

- Raymond Chan, IPS, Director



"Being vaccinated protects yourself and your family, and brings an earlier end to COVID-19."

- Seow Chai Hing, Executive
Director, Construction Services



ALICE

has been working hard behind the scenes on the arrangements for our group's swab tests and workers'



"Taking the vaccination prevents further transmission if the virus befalls on you."

 Roy Cheng, General Manager, MESEE



If you have yet to get vaccinated, we encourage you to do so.

Protect yourself and the people around you!

PROGRAMME

mployees make up a core part of the Teambuild experience, as they come together and work towards a shared goal. For some, it's the dedication towards their employers and role that makes them passionate about their work, while others find purpose through other means.

The importance of employees and their development as an individual, as such, cannot be denied. To establish rapport between their fellow peers, a handful of employee engagement programmes were recently rolled out, placing an emphasis on relationship-building and the growth of employees.

WHAT?



Employee engagement can be defined as the strength of the mental and emotional connection employees feel toward the work they do, their teams, and their organisation.

WHO?



Everyone is responsible for employee engagement. It requires **team effort** from the all individuals, including the leadershiteam, HR department, managers, and the employees themselves.

HOW?



ONE-TO-ONE CHECK-IN WITH MANAGERS

A platform to have meaningful conversation about career progression and goals.



TEAM BONDING SESSIONS

Encourages team bonding and relationship building.



HR TEAM



EMPLOYEES



MANAGERS



ONE-TO-ONE CHECK-IN WITH MANAGERS









TEAM BONDING SESSIONS (STARTING IN Q2 2021)



PURPOSE







BUDGET



\$20 NETT / PAX / QUARTER (FOR THOSE BASED IN SINGAPORE)

P R 0 S

S







CONVERSATION WITH



Contracts and tenders are a core element of the construction industry, and nobody knows this better than the members of the Contracts team. Over the years, the department has continued to uphold their focus and work tirelessly on tenders after tenders, and their efforts have not gone unappreciated.

In this issue of Engaged!, the TBEC Contracts team sits down to share what goes down behind the scenes, with five members highlighting their experiences: Wong Chen Hin, Assistant Contracts Manager; Loh Siew Yi, Senior Quantity Surveyor; Ng Chen Li, Quantity Surveyor; Michelle Oung, Quantity Surveyor; and Tan Pey Lin, Senior Assistant.

What does an average week look like for you?

Siew Yi (SY): During a typical work week, I spend most of my time managing the contractual and financial aspects of my project, checking my subordinate's work, checking and compiling BQ, and also preparing tender pricing.

Chen Li (CL): Busy, busy, busy. Other than busy, it's still busy.

Michelle (M): I guess there will never be an average week for me because things tend to pop up unexpectedly.

Pey Lin (PL): A challenge to face and solve.

Chen Hin (CH): Project contract

administration, inter-department liaisons, and working hand-in-hand with my team to handle daily routine work.

How does the Contracts team collaborate with other teams within the Group?

SY: The Contracts team always seeks advice and support from other departments whenever required. We also share information with other departments if we think it might be useful to them.

CL: By sharing information with teams and remaining open for communication and discussion.

M: The Contracts team often collaborates with numerous teams

within the Group like the project, planning and finance teams, as well as the SSS companies. I think effective communication and information sharing play important roles in collaboration.

PL: We will organise meeting sessions or calls to discuss with other teams.

CH: To maintain effective communication, shared goals and working towards common vision.

What three words would you use to describe your role?

SY: Challenging, busy, and stressful.

M: *laughs* *Bao-ga-liao* (Hokkien for doing everything, or covering all roles)!



CL: Memory – having a good memory to remember every single item related to projects, tenders, and contracts; read – an important action as a QS due to large volume of contracts document/drawings that require us to read, understand and interpret; and coordinate – to coordinate between site team, sub-contractor, and consultant for daily routine works.

PL: Indispensable – to assist with the daily work for the team; facilitating – to make tasks easier to handle and run the work processes more smoothly and effectively; and central – to gather information and distribute to the respective personnel.

Now, a fun question: If you can have a superpower to help you in your work, what would you like to have?

SY: Super speed!

CL: To end the COVID-19 pandemic so that everyone can return to prepandemic life.

M: I wish I could have a highlyretentive memory so I would be able to remember and learn everything in the blink of an eye, especially in the construction industry where you have so much to learn.

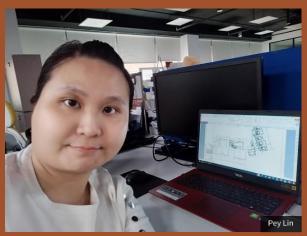
PL: I hope I can teleport instantaneously from one location to another.

CH: Time travelling, so I can travel back to the past and tell my past self to persevere towards the goal then. I also want to be able travel to the future and remind my future self of what is important and any beliefs that may have been forgotten.



KOPI-T | CONVERSATION WITH

MEET THE INTERVIEWEES: CONTRACTS TEAM EDITION









AT THE FOREFRONT

KAYDEN GUO

(ASSISTANT IT MANAGER)

TENG YEW WEE

(IT ASSISTANT & DATA ANALYST)

Have you ever wondered about the daily job routines of other roles, or the happenings at a project site?

At the Forefront is about sharing the different roles that come together to make up Teambuild Group.

The construction industry places a heavy emphasis on the value of teamwork, such that every department is more than just a cog in the wheel. At Teambuild, the spirit of collaboration has very much been ingrained into the work culture, prompting everyone to come together and put their best foot forward.

But while some of these efforts are more prominent and tangible, others are a show of toil and hard work behind the scenes. As the current landscape shifts into a work-from-home (WFH) format, one particular department has proven indispensible in ensuring all staff can continue with their daily work, especially during the Circuit Breaker and WFH period – and that's none other than the IT support team.

Here, let's rewind the clock a little. When news about Circuit Breaker first broke, it came at a last-minute notice that saw many switching up both their work and personal arrangements. Assistant IT Manager Kayden Guo Hong Kai and fellow IT Assistant and Data Analyst Teng Yew Wee, however, were hardly fazed by the changes on a professional level, having prepared some solutions on the backend.

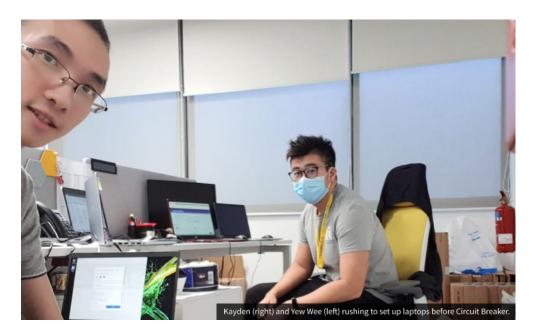
"We were well-prepared because on the server end, we had already pre-configured a VPN solution, such that users could access our company's resources externally in case of unexpected circumstances like COVID-19," Kayden explains, adding that he and Yew Wee didn't have to rush to set up the VPN afterward.

That wasn't the only plan that the duo had up their sleeves. Apart from the regular maintenance and upgrading of all hardware, a daily backup solution was implemented to enhance recovery efficiency and minimise data loss as well.

"We consistently upgrade hardware to optimise the stability of VPN connection, because all the data needs to be synchronised during the WFH period on the server end, so the capacity of server storage is key to build a smooth and stable remote working environment," elaborates Kayden, who also shared how it was important to have a "daily backup and restore solution" with some colleagues still getting used to remote work.

On the user end, most of the work went into procuring and setting up laptops to ensure that all HQ staff will be able to WFH – a feat made easier with James' quick sourcing and purchasing of the laptops. To allow for swift remote support, each of them were equipped with the remote support software as well.

Workstation users, meanwhile, had



their laptops connected to the office workstation from the comfort of their homes.

The real challenge kicks in when cases start pouring in to the point of being "held up the whole day", as expressed by Yew Wee. With remote support software two-man team is able to multi-task and handle several support cases at the same time, but if a hardware problem arises, they will have to travel back to HQ for necessary troubleshooting, or arrange for the manufacturer to repair or replace the parts.

Sometimes, the predicament goes beyond the staff member. As their work coverage takes into account the internet issues of the staff's family, Yew Wee and Kayden are always prepared to contact their colleagues and advise them through phone or video calls.

These are, of course, not problems exclusive to the WFH period. Providing

IT support and aid is, after all, just part and parcel of the job, which includes other logistical and admin aspects.

Kayden, for instance, is responsible for maintaining all servers, hardware, and software in the office, as well as backing up server data on a regular basis. Meanwhile, Yew Wee's tasks involve updating the dashboards on Tableau, creating new dashboards as requested by the management, and helping Kayden in his day-to-day routine.

Together, the pair's job scope cover a gamut of areas, from the installation process and computer housekeeping tasks, to inventory record and maintenance of software and hardware licenses.

Beyond that, the two also work to set up the user workstations and PCs for both the HQ and project sites, while ensuring that the information flow between HQ and site is sufficient.

Lastly, taking charge of IT implementation means that the team has to contact external consultants and vendors to purchase PCs and all IT-related items, as well as to advise management of any IT solutions or strategies.

As is the case with every profession, the respective one- and nine-year journeys of Yew Wee and Kayden have had their fair share of challenges and memorable instances. One positive takeway for the latter is witnessing his partner's growth over time:

"Having trained and supervised Yew Wee myself I have come to realize his true potential and capabilities. Not only has he shown efficient workability, he's also great at learning," Kayden says. "He is a staff with a sense of responsibility and a positive attitude."

Kayden's stint as the main IT system coordinator and network infrastructure designer of the three major buildings in ICPH (office, factory and dormitory) was where his first challenge surfaced. The project had him handling WIFI coverage survey and testing, and coordinating with the international vendors for factory system deployment, IT infrastructure, and hardware deployment.

The migration of SK32-to-ICPH physical server was another obstacle for the man, who had to coordinate with the ISP, consultant, vendor, and respective staff to reduce the overall downtime. Courtesy of the members of the Admin department, a downtime of less than eight hours was achieved.

As the database structure and dashboard designer for Tableau, Yew Wee's struggle was of a different nature. One of the challenging moments is revamping the databases needed for monthly updating to the

dashboards, and the man explains why:

"A good database structure will ensure that if dashboards are created in future, any new fields that will need to be added can be done easily. Therefore, all required fields need to be confirmed and taken out from the old database to be used in the new one and redundant fields need to be removed."

Thanking Victoria for her supervision and coordinating with end users on the project, the IT assistant gives another account involving the follow-up work that came with the new mail SVR migration. A great test of multitasking skills, it required the team to troubleshoot and resolve compatibility issues on many user devices timely, so that help can be rendered as soon as possible.

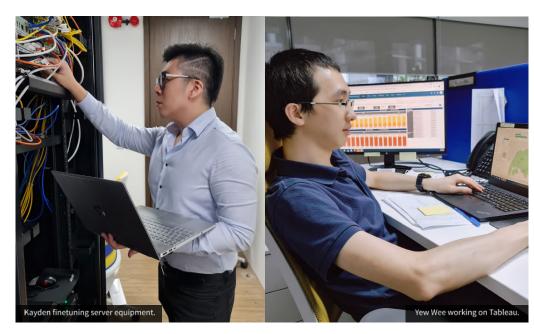
As a result, Yew Wee believes that the ability to multi-task is an important criteria for working in the IT support field. "As there'll be many cases coming

in at once, you can get burned out if you don't prioritise and handle them properly," adds the man.

Kayden offers an alternative take. "To me, it's all about the security awareness, because IT security policy is very important to a company," he explains. "Every permission you give, for instance, should be the minimum permission."

Data is the second consideration on his list. Driving home the need for security and backup solutions, the assistant IT manager shares how destroyed hardware wouldn't be as catastrophic as destroyed data – the loss of years and years of records, hard work, and system information.

It isn't exactly a bed of roses, but the IT support life is good, honest work reminding us that behind every star on stage is a quiet team working tirelessly to get everything up and ready for success.



LIM KOK HENG

(OPERATIONS MANAGER, TEAMBUILD (ICPH))

100 IN 60S

10 Questions in 60 Seconds is a fun Q&A with colleagues.

BENJAMIN LEE KIN FAI

(GENERAL MANAGER, TEAM ALLIANCE CONSTRUCTION)

1

What gets you out of bed every morning?

When I need to use the toilet.

2

If you could live your life again knowing what you do now, what would you change

Spend more time with my mother.

3

What is something that can't be taught and can only be learned with age?

Experience.

What is the best piece of advice you've received?

You may not be smart but you must be willing to work harder than others.

5

What is on your bucket list?

Travelling.

6

What is the craziest thing you've ever done?

Taking MC to skip exams.

7

If you could make a rule for a day and everyone had to follow it, what would it be?

Love and respect one another.

8

Describe yourself in one word.

Easygoing.

9

If a genie granted you 3 wishes right now, what would you wish for?

For Covid 19 to disappear, to revive all the deaths from Covid 19, and to grant everyone with immunity to diseases. 10

What is the one thing you can't live without?

Air.

1

What gets you out of bed every morning?

A nice cup of Kopi O Kosong.

4

What is the best piece of advice you've received?

"Don't be vain or complacent, be humble and willing to continue learning".

7

If you could make a rule for a day and everyone had to follow it, what would it be?

Each person on earth to pay me a nonrefundable dollar (USD) into my bank account. Hahaha!

9

Describe yourself in one word.

Analytical.

Who would you most like to sit next to on a 10 hour flight and why?

My greatest competitor, so that I can understand more about his/her real self when he/she is alone.

5

What is the craziest thing you've ever done?

Booking and boarding alone on the next earliest flight to Hong Kong for roasted goose rice and returning on the next day.

8

If a genie granted you 3 wishes right now, what would you wish for?

Health, wealth, and happiness!

10

What is the one thing you can't live without?

A target achievement in life to work towards to.



What is on your bucket list?

Going on a family overseas vacation every quarter of the year.

6

If you were starting a company tomorrow, what would the Top 3 Core Values for your company be?

1. Continuous learning to share and contribute.

2. Lead and drive for success.

3. Be accountable for your actions.









Keep our body and mind fit to stay resilient! We are planning more Wellness Programs to create an environment that will support a positive mindset.

VIRTUAL TOWN HALL

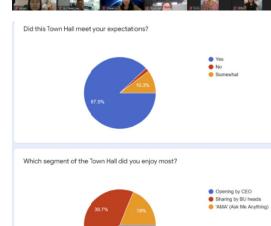
Thank you to those who participated in the virtual Town Hall conducted on 18 June!

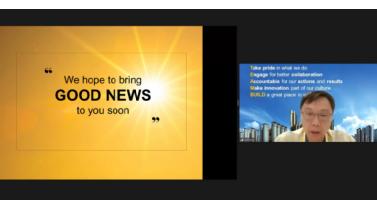
Taking on a slighly different format than the first one held last November, this session saw HR Manager Jane Pang and Deputy Construction Director Hong Wee Khong joining our Group CEO, Mr Seow, in addressing everyone. The event recorded more than 330 colleagues in attendance, and we hope to see you again for the next Town Hall!











SURVEY

The Town Hall was largely well-received, with 98.2% of the attendees finding it satisfactory.



FINDINGS

R

Welcome Remarks









7 April, Allan was invited to speak at a WSH Conference – Enhancing Workplace Safety and

- This is where Workplace Safety & Health Officers can also play a critical role. I know many of you have worked tirelessly to support your organisation's efforts on the safe resumption of work after the Circuit Breaker, some of even going above and beyond your call of duty.
- One good example is Mr Allan Low, Senior EHS Manager of Teambuild Engineering & Construction Pte Ltd. Last year, as the construction sector gradually resume work, he took the initiative to go beyond what was required to ensure the safety and health of his workers.
- The first thing that Allan and his team of WSH officers did was to conduct a full inspection of all their worksites, including reviewing safety protocols and checking equipment. All workers were made to go through a refresher training before they were able to start work. Allan also proactively disseminated vital information to key partners and subcontractors on a regular basis to ensure that all stakeholders are kept up to date.



We are also honoured to have Teambuild Engineering & Construction Pte Ltd mentioned in the opening address of Mr Zagy Mohamad, Senior Minister of State for Manpower, at the launch of the National WSH Campaign 2021 on 29 April!

Above is an extract of his speech.

ONLINE TRAINING SESSIONS







BASIC INTRO TO APP SHEET





FINANCE 101 TRAINING



To initiate a systematic and organize procedure that allows all sub-contractor of different This implementation must improve HDB project handover date and target to reduce the required duration by at least 6-8 weeks and reduce 95% of cost for damage work.

REINFORCING STEEL WORK EFFICIENCY





KEEPING SAFE AND HEALTHY

OUR CONTINUING COVID-19 TESTING EFFORTS: SELF-SWAB TESTS AND ROSTERED ROUTINE TESTING





A big thank you to Allan and his team, Alice, Kok Heng, Islam, Mani, Vincent, and Jeremy for ensuring all the arrangements went smoothly!











'CURIOUS CITY' FEATURE

One of our ongoing projects, Yishun Glen, was featured in the 21 June episode of Channel 8 variety programme 'Curious City', which focused on the construction process of new HDB flats.







PROJECT E SANCTUARY

The mini-garden housed within the Project E site has borne fruit, with the banana and papaya trees flourishing under the care and attention of the project team!









SCAL WSH AWARDS



Congratulations to Wong Zhi Xue who received the SCAL WSH Supervisor (Gold)
Award, and continue to keep up the good







CMP RELAUNCH

With the various training modules, we hope it will accelerate your learning. This CMP program is also extended to other departments – please join in if any of the details - keep a lookout for them!

s/N	TECHNICAL TOPIC	TRAINER	TENTATIVE DATE	TIME
1	Preliminary Work Setting and Submission	Benjamin Lee Sze Chong	24 Jul 2021	9.00am - 12.00pm
2	Green and Gracious Requirements	Anthony Saviour	7 Aug 2021	9.00am - 12.00pm
3	Structure and PPVC Works	Darren Ng & Raymond Chan	28 Aug 2021	9.00am - 12.00pm
4	Guide to Reinforcing Steel	Lim Kok Heng	11 Sep 2021	9.00am - 12.00pm
5	ERSS and Soil improvement and Basement Works	Beh Long Fatt & Md Saiful	25 Sep 2021	9.00am - 12.00pm
6	Lean Construction Module 1	Ivan Lim	9 Oct 2021	9.00am - 12.00pm
7	Lean Construction Module 2	Ivan Lim	23 Oct 2021	9.00am - 12.00pm
8	Piling Works	Benjamin Lee Kin Fai	6 Nov 2021	9.00am - 12.00pm
9	Career Progression	Jane Pang	27 Nov 2021	9.00am - 12.00pm
10	P6 Programming and VDC (BIM)	Vincent Soh & Ko Myo	11 Dec 2021	9.00am - 12.00pm
11	Architectural Works (PPVC Process)	Li Rui	15 Jan 2022	9.00am - 12.00pm
12	M&E Works and Testing	Marco Tan & Liew Say Yoon	29 Jan 2022	9.00am - 12.00pm
13	BIU/BIT/TOP Inspection	Tan Wee Kiat	12 Feb 2022	9.00am - 12.00pm
14	Unit/Key Handover and BSC Operation	Alan Yeo & Chua Sheng Jie	26 Feb 2022	9.00am - 12.00pm
15	EHS Management System	Chia Liang Wei	12 Mar 2022	9.00am - 12.00pm

s/N	SOFT SKILLS TOPIC	TRAINER	TENTATIVE DATE	TIME
1	Career Progression	Jane Pang	27 Nov 2021	9.00am - 12.00pm
2	Personal Profiling	Jane Pang	TBA	
3	Presentation Skills	Jane Pang	TBA	
4	What's your communication style?	Jane Pang	TBA	

SEOW KONG CHEONG SCHOLARSHIP



now till **10 August 2021**. In the meantime, do continue to take care and



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