

Course Title

Contracts Management Administration Skills

Credit Hours

As Scheduled

Venue

As Scheduled

Date

As Scheduled

Objectives

- **Upon completion of the course, participants will be able to:**
 - ✓ Be more effective in contract management activities
 - ✓ Select appropriate type and form of contracts for different situations
 - ✓ Anticipate problems and manage risks
 - ✓ Integrate contract management with contract needs
 - ✓ Understand the best means of handling disputes and performance issues
 - ✓ Establish terms and conditions for different situations
 - ✓ Have the latest advances in contract selection and management

The Delegates

- **This course is suitable for personnel from all industrial fields and different purchasing methods :**
 - ✓ Engineering
 - ✓ Projects
 - ✓ Construction
 - ✓ Tenders
 - ✓ Contracts
 - ✓ Buying
 - ✓ Purchasing
 - ✓ Procurement
 - ✓ Commercial
 - ✓ Finance

Contents

- **The Basis of Contracting**
- **Principles of Good Contracting**
 - ✓ Why do we use contracts?
 - ✓ Key steps in the creation of a Contract
 - ✓ Essential elements of a valid Contract
 - ✓ Overview of Tendering & Contract Award Process
 - ✓ Advantages of tendering and some pitfalls to avoid
 - Distinguishing price and values
 - ✓ Other Types of Obligation Documents
 - Bonds and guarantees
 - Letters of intent and award - are they contractual?
 - Letters of Comfort - Do they mean anything?
 - Side letters - why they can be dangerous
 - ✓ When to Obtain Legal Advice
 - ✓ Law of Agency
 - ✓ Authority to sign contracts
- **Organizing strategies for Contract Management**
 - ✓ Defining Contract Management Responsibilities
 - ✓ Basic contract planning
 - ✓ Communication and managing expectations
 - ✓ Sources of Information Including the Internet
 - ✓ Contract Administration Technology Tools
- **Preparing for Effective Contract Administration:**
 - ✓ Contracting methods available
 - ✓ Selecting the best contract type

- ✓ Contractor or supplier pre-qualification
- **Risks and selecting the right contract structure**
- **Assessing and allocating risk**
 - ✓ Identifying Risk
 - ✓ Apportioning Risk
 - ✓ Incorporating Risk Assessment and Management
- **Selecting types of contract**
 - Traditional - lump sum, schedule of rates, reimbursable etc
 - EPC
 - BOT/BOOT
 - Alliance/partnering
- ✓ Warranty Management
- **Managing Change within a Contract**
- **Understanding change**
 - ✓ Changes to the contract documents
 - ✓ Variations in scope
 - Increases and decreases
 - Change in timing
 - Change in method of working
 - ✓ Managing change
 - ✓ Risks of uncontrolled change
- **Developing Contract Terms and Conditions**
 - ✓ Finding Contract Templates
 - ✓ Using standard form documents
 - ✓ Modifying standard forms
 - ✓ Drafting special conditions
 - ✓ Issues for subcontracts
- **Resolution of Disputes**
- **Eliminating sources of Contract disputes**
 - ✓ Errors and omissions
 - ✓ Anticipating and avoiding Conflicts
 - ✓ Dealing with Unknowns
 - ✓ Tracking Changes
 - ✓ Managing Expectations
- **Resolving disputes**
 - ✓ Negotiation
 - Stage processes
 - The need for compromise
 - Negotiation techniques
 - ✓ Litigation
 - ✓ Arbitration
 - ✓ Alternative Dispute Resolution
 - Expert determination
 - Early neutral evaluation
 - Mini-Arbitration
 - Mediation
 - Med/Arb and Arb/Med
 - Pendulum Arbitration
 - Dispute Review Board and similar arrangements
 - ISO 9000 and contract review.
 - Case studies.
- **Contract Management Review and Summary**
- **Course assessment .**

Title

Training & HR Development



Notes:

- Great Discount for companies and governmental Organizations .
- All programs are held in five star hotels .
- All lecturers have sufficient knowledge and experience to implement the programs at an optimal level .
- Large package of services is offered to the participants .

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	As Scheduled
Timetable	How to Register ?	Other Dates
9 Am : 11 Am 11.30 Am : 1 Pm 1.30 Pm : 3 Pm	www.titlehr.com Info@titlehr.com Tell 00971559687070	As Scheduled