

Course Title

Mastring Contract Preparation , Negotiation & Administration Techniques

Credit Hours

25 H

Venue

Dubai

Date

10th – 14th November , 2024

Objectives

- **Upon completion of the course, participants will be able to:**
 - ✓ Be more effective in contract Preparation 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
 - ✓ Develop the ability to draft, negotiate and amend contracts
 - ✓ 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:**
 - ✓ Engineering
 - ✓ Projects
 - ✓ Construction
 - ✓ Tenders
 - ✓ Contracts
 - ✓ Buying
 - ✓ Purchasing
 - ✓ Procurement
 - ✓ Commercial
 - ✓ Finance

Contents

- **Introduction and course overview.**
- **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

Title

Training & HR Development



- 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 .**

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	USD : 5000 \$
Timetable	How to Register ?	Other Dates
09:00 Am : 11:00 Am (1 st Section) 11:00 Am : 11:15 Am (Break 1) 11:15 Am : 12:45 Pm (2 nd Section) 12:45 Pm : 01:00 Pm (Break 2) 01:00 Pm : 02:00 Pm (3 rd Section)	www.titlehr.com Info@titlehr.com Tell 00971559687070	21 st – 25 th July , 2024