



EuroMaTech

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Advanced Contracts Management

08 - 12 Sep 2019, Dubai
25 - 29 Nov 2019, Amsterdam
02 - 06 Dec 2019, Colombo
22 - 26 Jun 2020, London
06 - 10 Sep 2020, Dubai
23 - 27 Nov 2020, Amsterdam
30 Nov - 04 Dec 2020, Colombo



 View Details

www.euromatech.com

An ISO 9001:2015
and ISO 29990:2010
Certified Company

Advanced Contracts Management

INTRODUCTION

This EuroMaTech Advanced Contracts Management training course covers the contracting process from contract award, through planning and management to contract close-out and resolution of disputes. The intention is to develop a delegate's existing skills in a wide range of contract management situations, and to allow participants to have an awareness of practices in many business sectors including construction, petroleum, engineering and other industries.

This EuroMaTech training course is designed to:

- Explore the advanced skills and practices to enhance performance in contract development and management
- Enable participants to practice and develop their contract management skills
- Help participants to begin immediate implementation of the steps needed to create maximum total value for their organisation

WHO SHOULD ATTEND?

This intensive 5 day EuroMaTech training course is suitable for experienced functional managers and staff involved in roles such as:

- Contract management
- Project management
- Design management
- Construction management
- Procurement management
- Commercial management
- Finance management

and all others who are involved in the acquisition of materials or equipment, or the management of suppliers and contractors delivering services.

PROGRAMME OBJECTIVES

- Select appropriate type and form of contracts for different situations
- Understand the legal framework in which contract management takes place
- Understand the contract complexities that need managing
- Explain the practical steps in obtaining and analysing performance data
- Be more effective in contract management activities
- Anticipate problems and manage risks
- Integrate contract management with contract needs
- Understand the best means of handling claims, disputes and performance issues

TRAINING METHODOLOGY

The Advanced Contracts Management training course will include a range of lively and interactive training methods, including exercises, role plays, case studies, practice sessions and group discussions. The learning experience will be grounded on instructor-led presentations that highlight key issues to focus on, and supported by a reference manual containing examples of best practice. Discussions will enable participants to share their own experiences with the rest of the group.

PROGRAMME SUMMARY

This EuroMaTech training course covers the process from contract award, through planning and management to close out and resolution of claims disputes. The intention is to further improve current skills with application to a wide range of contractual situations, and to allow participants to have an awareness of practices which may add value to their own situations.

PROGRAM OUTLINE

DAY 01

Understanding the contract

- Overview of the tendering and contract award process
- Understanding contracts – *a refresher on legal requirements for a contract*
- Formal and Informal Contractual documents, including
 - » Standard terms and conditions
 - » Letters of intent
 - » Letters of comfort
- The specification and scope of work – *linkage to price and payment*
- Recognising where the contract risks lie
- Tools and techniques to manage contract risks

DAY 02

Key skills of contract management

- The role and value of an effective contract manager
- Implementing the new contract
- Effective Review processes
- Inspection and certification of contractual performance
- Managing suppliers of professional services
- Working with contract management reports
- Using KPIs in effective contract management

DAY 03

Model Contracts and Terms

- Selecting the right model for the contract
- Standard form Contracts – ICC, FIDIC, NEC and others
- Force Majeure clauses
- Indemnities and Insurance clauses
- Warranty clauses
- Bonds and Guarantees
- Contract variation clauses

DAY 04

Managing Price and Contract Variations

- Managing Price escalation
- Getting a breakdown of costs
- Cost and price analysis techniques
- Tracking changes
- Managing variations to the work
 - » Changes to timing, accelerating delivery
 - » Increase or decrease in scope
 - » Changes to work methods
- Negotiation techniques for price and contract variation management

DAY 05

Managing claims and disputes

- Typical contract claims – *scope, delay, quality, payment*
- Implementing penalties or service credits
- Liquidated and unliquidated damages
- Termination and other methods of dealing with default
- Defects Liability Management
- Dispute Resolution – *tools and techniques to use*
- Contract closeout

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Advanced Contracts Management

✓	Date	Venue	Fee(\$)
	08 - 12 Sep 2019	Dubai	US\$4,950
	25 - 29 Nov 2019	Amsterdam	US\$5,950
	02 - 06 Dec 2019	Colombo	US\$5,950
	22 - 26 Jun 2020	London	US\$5,950
	06 - 10 Sep 2020	Dubai	US\$4,950
	23 - 27 Nov 2020	Amsterdam	US\$5,950
	30 Nov - 04 Dec 2020	Colombo	US\$5,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
 Company Name:
 Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

Contact Us:

U.K. Office:

109 Mount Pleasant
 Liverpool L3 5TF, United Kingdom
 Telephone: +44 151 709 7100
 Fax: +44 151 709 7181

Middle East Office:

P.O. Box 74693
 Dubai, United Arab Emirates
 Telephone: +971 4 4571 800
 Fax: +971 4 4571 801

Email Address:

info@euromatech.ae

Website:

www.euromatech.com



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