



Training Seminars & Conferences

Agreement

CONTRACT



Business

Legal

Terms and conditions

An Intensive Training Seminar On

The 5-day Contract Professional MBA

07 - 11 Oct 2019, Chicago
13 - 17 Apr 2020, Brussels
05 - 09 Oct 2020, Chicago



View Details

10-SEP-19

The 5-day Contract Professional MBA

INTRODUCTION

In every organization, the basis of business activity is the creation, drafting, negotiation and management of contracts. Those involved in the contracting process are, rightly, required to act as contracts professionals, and can no longer afford to treat contracts as an adjunct to their main roles. The increasing complexity of contracts, particularly when used in an international context, has brought the need for such skills into sharp focus.

With these matters in mind, The 5-day Contract Professional MBA training course is designed to:

- Examine the basis of contracting, with particular reference to international contracts
- Explore the ways in which contracts are created, including competitive tendering
- Look at some of the issues in drafting contracts, including clarity of language
- Show how to prepare for and conduct negotiations, whether on the terms of the contract itself, or on claims arising after the contract has been created
- Review some major issues taking a contract through to close out

WHO SHOULD ATTEND?

This intensive EuroMaTech training course is suitable for personnel from all industrial fields and different purchasing methods involved at any stage of the contracting process:

- Engineering
- Projects
- Construction
- Tenders
- Contracts
- Buying
- Purchasing
- Procurement
- Commercial
- Finance

Those new to the function, or preparing for a major project will find a solid grounding, and experienced managers looking for a refresher will also benefit from this training course.

PROGRAMME OBJECTIVES

- Understand the issues behind contracts
- See how contracts can be used in an international context
- Explore ways of creating contracts, and the different strategies available for different types of project
- Review different types of contract
- Examine some of the issues that arise in drafting contracts
- Develop improved skills in negotiation relating to contracts
- Share examples of how to manage contracts to maximise the result for the organisation

TRAINING METHODOLOGY

The 5-day Contract Professional MBA will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics; exercises; and encouraging participants to bring their own experiences forward for discussion and debate. Wherever possible, real examples and short case studies will be included from different industries around the world to make the course as relevant as possible.

PROGRAMME SUMMARY

This EuroMaTech training course covers the contracting process from the concept of contracts, through the creation of the contract by tendering or otherwise, and looks at the drafting of contracts, and the skills needed for negotiation in a contractual environment through contract management to close out and resolution of disputes. The intention is to develop general skills with application to a wide range of contractual situations, and to allow participants to have an awareness of practices in other areas and other industries which may add value to their own situations.

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.

PROGRAM OUTLINE

DAY 01

The Basis of Contracts

- The basis of contracts around the world
- How is a contract formed?
 - » Exchange of promises
 - » Formalities
 - Writing
 - Formal signing / sealing
 - Stamp Duty or other taxes
 - Mental capacity
 - Age of the Parties
 - Status of Companies and other corporate bodies
 - Witnesses
- Authority to contract
 - » How is this proved?
 - » Powers of Attorney
 - » Special issues with foreign parties
- Issues with agents
- What happens if there is no agreed contract?

DAY 02

Creating a Contract

- Tendering
 - » Why do we use competitive tendering?
 - » Dealing with challenges
- Other procurement methods
 - » Single / sole sourcing
 - » Framework Agreements
 - » Negotiated contracts
- Different contract types
 - » Traditional
 - » More innovative
 - » Selecting the right one for your project
 - » Using Standard Forms
- Company
- International
- Awarding the contract
 - » Letters of Intent
 - » Letters of Award
 - » Conditions Precedent
 - » Conditions Subsequent
- Collateral documents
 - » Bonds
 - » Guarantees
 - » Insurance arrangements
- De-briefing bidders
- Kick-off meetings

DAY 03

Drafting Contracts

- Clarity of language
- Issues with translations
- Some critical clauses
 - » Health, safety and the environment
 - » Standard of work / product / service

- » Changes to the scope of work
- » Indemnities
- » Insurance
- » Time for delivery
 - Liquidated damages / Penalties
- » Force Majeure
 - What it is and what it is not
- » Limitation of liability
- » Warranty and guarantee periods
- » Suspension and Termination
- » For convenience
- » For cause
- » Entire Agreement
- » Notices
- » Which law applies?
- Exercises in drafting

DAY 04

Negotiation

- Negotiation phases
 - » When awarding a contract
 - » In relation to disputes under the contract
- Negotiation techniques
- Preparation
- What to do in the actual negotiation
- Dealing with difficult parties
- Exercises in negotiation
- Dispute resolution
 - » Phase negotiation
 - » Arbitration
 - » Courts (litigation)
 - » Mediation
 - » Expert determination
 - » Other alternative solutions
- Issues where disputes are resolved in an international context

DAY 05

Contract Management

- Project and contract management distinguished
- Roles in Contract Management
- Document control
- Control of change
- Payment processes
 - » Impact of delay
 - » Issues in international contracts
- Managing a termination
- Close out – contractual issues
- Final course review and questions

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.

The 5-day Contract Professional MBA

✓	Date	Venue	Fee(\$)
	07 - 11 Oct 2019	Chicago	US\$6,950
	13 - 17 Apr 2020	Brussels	US\$5,950
	05 - 09 Oct 2020	Chicago	US\$6,950

*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.

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