

An Intensive 5-Day Training Seminar On

# Contracts Management Professional

(Contract Planning, Strategy and Claims Management)

28 Feb - 04 Mar 2021, Dubai

28 Jun - 02 Jul 2021, Dubai

12 - 16 Dec 2021, Dubai



[View Details](#)

# Contracts Management Professional

## (Contract Planning, Strategy and Claims Management)

### INTRODUCTION

Contracts establish the responsibilities and rights of the parties. This EuroMaTech highly interactive Contracts Management Professional training course will provide a practical hands-on approach to effective management of contracts and offer techniques and contract strategies to assist this process. It will also assist in establishing an international risk management strategy with reference to contracts and develop good business practice to take advantage of opportunities, enhance efficiency and increase profitability.

In this EuroMaTech training course you will learn how to:

- Enhance your contract management skills to improve contract and company performance
- Develop systems to reduce the frequency of contractual disputes
- Resolve such contractual disputes as do occur in an efficient fashion
- Manage contracts and projects from the pre-contract, during the performance of the contract and through to the post-contract stage in accordance with best practices
- Enhance profitability, not only by increasing money coming 'in' from contracts, but also by preventing unnecessary sums going out' in operational disputes

This is not a law training course. It is the development of commercial awareness of delegates through practice of effective management procedures assisted by a working knowledge of necessary legal principle.

### ILM CERTIFICATION

The Contracts Management Professional is endorsed by ILM. Delegates will complete an assessment at the end of the training course and, if successful, will receive an additional certification from ILM. The assessment will focus on the topics covered by this EuroMaTech training course.

### WHO SHOULD ATTEND?

- Contract Administrators
- Contracting Unit Supervisors
- Project Engineers
- Project Managers
- Claims Managers and Business Audit Officers
- Risk Managers
- Contract Strategists
- Staff who are new to their roles, or experienced staff looking for a refresher training course

### PROGRAMME OBJECTIVES

- Understanding of necessary contractual and legal knowledge
- Understanding of and application of different types of agreements
- Increased commercial awareness needed to enhance smooth running of contracts
- Increased ability to manage contracts with a view to reducing claims and conflict
- Ability to identify and mitigate risk factors and associated commercial and programme implications
- Understanding of the importance of good record keeping and service of contractual notices
- Increased understanding of commercial liabilities resulting from schedule changes and variations
- Improved ability, successfully to negotiate and maintain long term inter-business contracts with confidence
- Understanding of the need to deal with issues as they arise and to resolve disputes within the contract structure wherever possible
- Ability to analyse, negotiate and implement the most appropriate method of resolving disputes preventing escalation by early identification

### TRAINING METHODOLOGY

This EuroMaTech Contracts Management Professional training course will combine conventional teaching based on real-life examples, often from the trainers own experience and 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.

### PROGRAMME SUMMARY

This EuroMaTech training course will address the framework within which contracts are created, and the methods by which valid contracts may be formed. It will also look at some of the different contracting strategies available in international contracting and some of the common provisions.

In addition, it will also look at payment issues and post-contract liability. The Contracts Management Professional training course will consider how to avoid disputes by good contract management and the various methods of resolving those disputes that do arise. This will include current international best practice in Alternative Dispute Resolution in general, and mediation in particular.



*ILM is one of the largest specialist Institutes for leadership & management development. EuroMaTech is a life-time Approved Centre with ILM (ID No. 002398) and have gained ILM Endorsement for a number of training seminars, allowing participants to get ILM Certificate through work-based training sessions.*

# PROGRAM OUTLINE

## DAY 01

### The Legal Framework of Contracts and How They Are Created

- The need for contractual relationships
- External and internal dimensions of a Business Relationship
- Formation of a Contract
- The Key Elements of a Contract
- Oral or written?
- Electronic contracts
- Terms of the contract
- Inter-business contracting
- Law of Agency
- Sources of Law
- Developing legal knowledge and skills

## DAY 02

### Some Issues Arising in Contracts

- Precedence of documents in a contract
- Obligations to perform
- Delivery, acceptance and transfer of title and risk
  - » ICC Incoterms
- Liability in negligence – *relationship with contract conditions*
- Product liability and defective goods
- Intellectual Property clauses – *some special issues*
- Letters – *Intent; Instruction /Award; Comfort; Awareness*
- Conflict of Laws and Choice of Law and jurisdiction Clauses

## DAY 03

### Different Contracting Strategies in International Contracts

- Some types of Standard Form / Model Form Conditions
- Drafting Standard Terms
- Potential problems with Standard Form Contracts
- Limiting or excluding liability
- Unequal Bargaining Positions
  - » Traditional Contracts
  - » Fixed Price / Lump Sum
  - » Bill of Quantities / Schedule of Rates – *re-measured contracts*
  - » Full reimbursable – “*cost plus*” – *why this is sometimes the right answer*
  - » Dealing with volatile markets – *economic price adjustment clauses and the use of indices*
  - » Adding incentives to lumps sums
- Non-Traditional contracts
  - » Build Own Operate and similar structures
  - » Alliances and Partnering
- No Cure / No Pay – *a technique from marine salvage that has wider uses*

## DAY 04

### Contract Management and the Management of Change and Payment

- The need for Good Contract Management
- Variation of Contract Terms
- Variation of Scope of Work
- Management of Variations and Retaining Control of the Contract
- Payment and Money Events
- Delay, Suspension and extension of Time
- Finance and Payment in International Trade
- Bonds and Guarantees
- Defects Liability – *warranty periods*
  - » Managing rolling warranties
- Termination of the Contract and Remedies
- Mitigation of Losses and Claims

## DAY 05

### Resolution of Disputes

- Negotiation, Compromise and Settlement
- Litigation
- Arbitration
- Alternative Dispute Resolution – *including mediation*
- Managing Disputes
- Review of Programme, and Final Questions

## IN-HOUSE TRAINING

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

## QUALITY CERTIFICATIONS & ACCREDITATIONS



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✓	Date	Venue	Fee(\$)
	28 Feb - 04 Mar 2021	Dubai	US\$4,950
	28 Jun - 02 Jul 2021	Dubai	US\$4,950
	12 - 16 Dec 2021	Dubai	US\$4,950

*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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