



Training Seminars & Conferences


An Intensive 5-Day Training Seminar On

Contracts Administration:

From Award to Completion

23 - 27 May 2021, Dubai
23 - 27 Aug 2021, Tbilisi
14 - 18 Nov 2021, Dubai



 View Details

Contracts Administration:

From Award to Completion

INTRODUCTION

Once a contract has been awarded – particularly in capital projects, such as construction – how do you ensure that what you contracted for is what gets delivered? How do you monitor a service provider's performance or a vendor's product delivery to ensure timely and high quality results? How do you make sure that if your requirements change, that the financial, quality and schedule impacts of change are acceptable?

All employees involved in the contracting process need to be able to deploy best practices in post-award contract administration to enable their organisations to get the full benefit from procurement activity.

Included in this fast paced Contracts Administration training course to show renewed emphasis on this critical phase of contract management are:

- Effective Contract Administration
- Managing Contract Risks
- How to interpret Contract Wording
- Maintaining Contract Schedules
- Controlling Contract Changes

WHO SHOULD ATTEND?

- Contract Specialists and Professionals
- Contract and Project Administrators and Coordinators
- Contract Engineers and Contract Analysts
- Construction Contract and Project Managers
- Bids and Tenders Managers and Officers
- Buyers and other Purchasing Professionals
- Supply chain professionals concerned with contract performance
- Anyone new to the function of contract management and administration, or those wishing to polish their contract administration skills

PROGRAMME OBJECTIVES

This EuroMaTech training course aims to enable participants to achieve the following:

- Be able to provide better outcomes from contracts
- Update their Contract administration techniques
- Monitor contract performance
- Manage the contract change process
- Know how to analyse contract obligations and risks
- Manage contract default, and consider remedies including termination
- Prepare for contract claims and disputes
- Review acceptance and Contract close out issues

TRAINING METHODOLOGY

The Contracts Administration 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. Participants will make presentations and receive personal feedback on their performance. Discussions will enable participants to share their own experiences with the rest of the group.

PROGRAMME SUMMARY

With the ever-increasing dependency on contractors to carry out functions that might previously have been done inhouse, Contract Administration is emerging as an essential competency for many professionals and managers. This is the case in building projects or in other functional activities involving the acquisition of goods, equipment and services. This EuroMaTech training course is designed to take the participant through the many steps of contract administration from the time the award is made through to final acceptance, payment, and the contract close out so that the total objectives of entering into the contract are achieved.

PROGRAM OUTLINE

DAY 01

Objectives of contract administration

- What is Effective Contract Administration?
- What are the causes and effects of contract failure?
- Analysis of the Contract requirements
- Defining the Job to be done – specifications and statements of work
- Key Players In Contract Administration
- Typical Outputs Of Contract Administration

DAY 02

Managing Contract Risks

- Identifying contract risks
- Responses To risk
- Contract Types
- Important contract clauses concerning risk
- Using Bonds and guarantees
- Working with service level agreements

DAY 03

Managing performance and contract changes

- Managing supplier performance
- Monitoring and expediting techniques
- Major Causes Of Change to contracts
- Contract Price Adjustments
- Requesting Supplier Price Breakdowns
- Analysing Contractor Costs and prices

DAY 04

Issues in contract performance

- Contract default
- Responding to a contract breach
- Liquidated and unliquidated Damages
- The option to terminate
- Force Majeure
- Supplier / Contractor Relations

DAY 05

Acceptance and close out

- Final acceptance
- Contractor Warranties
- Managing Retention sums
- Administration of final payments
- Negotiating Claims and Disputes
- Close Out Procedures and handover

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.

Contracts Administration:

From Award to Completion

✓	Date	Venue	Fee(\$)
	23 - 27 May 2021	Dubai	US\$4,950
	23 - 27 Aug 2021	Tbilisi	US\$ 5,950
	14 - 18 Nov 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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