



## An Intensive 3-Day Online Training Course

# Contracts Management Principles and Practices

### PROGRAMME SUMMARY

The 3-day online Contracts Management Principles and Practices training course covers the needs of managers and professionals who wish to learn how to carry out or improve their skills in Contract Management. By applying what they learn during this online training course, attendees will ensure that contracts are efficiently and effectively performed, with risks reduced, better relationships established, and the results delivered that were sought from their contracts at the outset.

### 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.

Classroom learning service available



Date	Venue	Fee(\$)
07 - 09 Jun 2021	Live / Online	US \$ 1,800
15 - 17 Aug 2021	Live / Online	US \$ 1,800
21 - 23 Nov 2021	Live / Online	US \$ 1,800

### INTRODUCTION

Managers and professionals involved in the contracting process need to be effective and efficient in applying contract management principles and practices. Without the necessary knowledge and skills, they won't obtain the best results from contractors, service providers, vendors and other business partners with whom their organisation is doing business. The process of contracting out is fraught with difficulties, that will trip up the untrained or inexperienced staff member.

This EuroMaTech online training course will give those staff the foundations to manage third-party contractors effectively after the contract award has been made – whether in the field of construction, the supply of equipment and materials, or in the delivery of services.

**Participants attending the EuroMaTech Online Contracts Management Principles and Practices training course will develop the following competencies:**

- Learn what can go wrong when managing a supplier contract – and how it can damage their business
- Identify – and prepare for - risks that lie ahead in a contracting situation
- Increase their control of contract performance from the very start – before the contract is signed
- Practice how to motivate a supplier, and learn a range of techniques to use to improve his results
- Consider what to do if things go wrong – including stepping in, substitution, terminating and dispute resolution.

## TRAINING METHODOLOGY

The Contracts Management Principles and Practices online training course will be delivered Online to ensure maximum access to the materials being presented. The course will be lively, participative and interactive: The online platform enables group discussions in breakout rooms, screen sharing of materials by the instructor and participants, online chat sessions and many other online techniques. Delegates will have the opportunity to see and communicate with the instructor and the other delegates. This online training course will make use of a variety of e-Learning tools, including online tests and exercises, case studies, group discussions and presentations plus Q&A. Participants will receive personal feedback on their performance. The learning experience will be supported by reference materials containing model documents and templates.

## WHO SHOULD ATTEND

This EuroMaTech online training course is suitable to a wide range of professionals but will greatly benefit:

- Contracts Engineers
- Contracts Administration Professionals
- Contract Analysts
- Contract Team Leaders and Administrators
- Procurement executives and other department members
- Tender Committee co-ordinators
- Anyone involved in running competitive procurement activities
- Commercial Contracts professionals
- Project Managers and Coordinators
- Specifiers and Buyers
- Service Delivery Professionals
- Anyone who manages contracts with contractors, external suppliers, customers or commercial partners

## PROGRAMME OBJECTIVES

This Contracts Management Principles and Practices online training course aims to enable participants to achieve the following objectives:

- Provide better outcomes from contracts, after the award has been made
- Monitor contract performance
- Know how to analyse contract obligations and risks
- Prepare for contract claims and disputes
- Negotiate and Control variations to contract
- Manage contract default, and consider remedies including termination



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## QUALITY CERTIFICATIONS & ACCREDITATIONS



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# COURSE OUTLINE



## Day 1

### Why do we need to manage Contracts and Contractors?

- What is Effective Contract Management and why do we need it?
- The causes and effects of contract failure
- Analysis of the Contract requirements
- Defining the Job to be done – specifications and the scope of work
- Identifying and managing contract risks affecting time, cost and quality
- Responses to risk
- Contract Types and how they manage risk

## Day 2

### Making sure what has been contracted for gets delivered

- Building a contractual relationship for supplier performance
- Motivational techniques – carrots and sticks
- Contractor warranties
- Monitoring service performance
- Service Level Agreements
- Tools and techniques for contract default

## Day 3

### Contract Management and Administration

- Managing the financial impact of contract variation
- Cost and Price analysis methods
- Negotiation techniques for improving value for money
- Handling contractor claims
- Operating the liquidated damages clause
- Preventing or resolving disputes
- Contract administration tasks from award to close out

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All Fees are subject to 5% Value Added Tax (VAT)\*

## Your Details

Name (Mr/Ms):.....  
Position:..... Organisation:.....  
Address:.....  
.....  
City / Country: .....  
Telephone: ..... Email: .....

## 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:.....  
Email: .....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

### Certificates

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

### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment.  
For Further Information, email us at [info@euromatech.ae](mailto:info@euromatech.ae).

### 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.

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