



An Intensive 5-Day Training Course

Advanced Contracts Management

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.

Date	Venue	Fee(\$)
20 - 24 Jun 2022	London	US\$ 5,950
04 - 08 Sep 2022	Dubai	US\$ 4,950
21 - 25 Nov 2022	Amsterdam	US\$ 5,950
28 Nov - 02 Dec 2022	Colombo	US\$ 5,950

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

Virtual
 learning service
 available



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.

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.



+971 50 196 6003

Email Address:
info@euromatech.ae

Website:
www.euromatech.com

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

QUALITY CERTIFICATIONS & ACCREDITATIONS



COURSE OUTLINE



Day 1

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 2

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 3

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 4

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 5

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

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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: 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.

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, email us at 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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*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.