

Protect Your Project & Your Organization Through

# Effective Contract Administration On Turnkey Contracts

Based on FIDIC Silver Book

Providing Legal-Engineering-Management-Audit Prospective

- ✓ **Designed to Save Your Organizations Millions of Dollars in Claims, Lost Revenue and Project & Business Disruption Costs**

## A 2 Week Training Workshop

### Workshop Overview

This program provides a comprehensive practical briefing on the issues and details of effective contract administration on Turnkey Contracts (Technical-Legal-Management-Audit-Finance).

Expertise Developed: understand good contract administration practices, understand the contractual issues on real contracts, understand the Technical-Legal-Management Concerns on Contracts, make correct interpretation of contracts, know when to seek legal opinion, identify situations that could lead to increased liability for his organization, properly document situations to the extent required to protect his company's interests, recognize actions and inactions that lead to wastage of contract time & resources. He will get a winning prospective of the Legal-Technical-Audit-Planning-Management concerns enabling win-win decisions.

### Workshop Content

(Sequence Subject to Customization by Instructor/s)

1. Understanding the Organizational Objectives from the Turnkey Contract
2. Understanding the Contract Administration Objectives
3. Understanding the various contract provisions
4. Understanding the true legal interpretation of the Contract
5. Understanding the Practical Enforceability Aspects
6. Understanding the
7. Notice Requirements
8. Contract Documentation
9. Causation Support Evidence
10. Mitigation Support Evidence
11. Claim Quantification Support Information
12. Negotiating Disputes
13. Presenting Claims
14. Analyzing Claims
15. Case Studies
16. Program Workshops
17. Preparing a Participant Action Plan
18. Setting up Early warning system to Provide Decision Support Data

19. Workshop Case Studies 1
20. Workshop Case Studies 2
21. Program Recommendations
22. An Individualized Action Plan for each Participant.

### Workshop Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

**Typical participant will take away a personalized action plan** for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A Personal Action Plan
2. A Business Unit/Organizational Action Plan

### Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
  1. Training New employees
  2. Competency Building in Existing Employees Transferred to a New Assignment
  3. Training Prior to a New Project or Initiative Planned in the Organization

2. Create Competency in the employee to perform his job well. including in relation to

1. Relevant Technical Knowledge, Skills and Competencies
  2. Organizations' Strategic Objectives
  3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
  4. Good Management Practices
  5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations
3. Create a pool of trained manpower that can cost-effectively disseminate the knowledge to large number of employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.

### Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization. This difference when added to your resume will make you a prime candidate for career advancement in your own organization or in your next job/s.
3. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/ customers is Executive Management,

therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area. In the process enabling you to make a leadership contribution.

#### This Workshop is Intended for...

**Those new to the field** take away a good multi-discipline understanding of the issues involved in the program works. It helps them become productive quickly and builds in them a knowledge framework that will help identify, understand, classify and remember on the job experiences in his memory.

**More experiences participants** take-away an individualized action plan as mentioned elsewhere in this technical sheet.

**Implementation Teams:** This program can be used to train implementation teams where...

1. a new project or initiative being started in your organization
2. a new strategic focus is being initiated
3. just prior to a Consultant being hired to advise the organization.

Each participant will take away a memorable and potentially life changing experience from the program.

Program Instructors have the knowledge, experience and access to resources required to customize the program to the specific job related needs of each program group.

- Contract Engineers & Supervisors
- Project Managers
- Corporate & Project Lawyers
- Quantity Surveyors & Cost Engineers
- Contract Administrators
- Engineering Managers, Planning Engineers and Project Executives
- Project Auditors and Quality Professionals

wishing to gain a Legal-Management-Technical Understanding on their Turnkey Contracts to enable better decisions in their work areas.

#### NEEDS ADDRESSED BY THIS PROGRAM

If you have the following situations existing on your projects, you could save very substantial sums of money by sending your participants to this program.

#### The Project, Contract Procurement Staff...

- Often fail to understand the Full Implications of the Express and Implied Contract Terms. Often getting influenced by other party's reasonable sounding but contractually irrelevant arguments.
- They fail to recognize situations where they could be increasing liability of their employer by acting in what they mistakenly perceive to be 'fair' or 'As-per-contract'.
- They often fail to identify and properly document situations where their employer could be entitled to protection from owner, contractor, consultant or supplier claims, or, recover their own additional costs.
- They often mistakenly follow an approach that leads to wastage of time and/or resources of the Owner, Contractor, Supplier or Designer leading to lower productivity on the project for which ultimately their employer pays.
- They fail to timely settle problems/disputes that later leads to large impact claims due to waste of resources
- They often lack the "Management prospective" when taking decisions- the long term costs/benefits to their organization.
- They tend to get into conflicts with their Management, Legal or Audit Departments due to misunderstanding of the concerns of these departments.

#### For Schedule Email

[bot790@EuroTraining.com](mailto:bot790@EuroTraining.com)

[www.eurotraining.com/bro/bot790.php](http://www.eurotraining.com/bro/bot790.php)

<b>REGISTRATION FORM</b>	
<b>Program:</b>	<b>Effective Turnkey Contract Administration Program (BOT790)</b>
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

## REGISTRATION INFORMATION

1. **To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
  - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee is \$9,790 at London, Paris, Singapore and Kuala Lumpur)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. **Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.