

Helping You Protect Your Project & Your Organization

Comprehensive Contract Management

4 Week Training Workshop

- ✓ Including Favorable Settlement of Disputes
- ✓ "Integrated Coverage! Bigger Picture!"
- ✓ Now Including a Hands-On Workshop to Help You Apply what You Learn
- ✓ Legal-Engineering-Management-Audit-Quality Approach"

A 4 Week Training Workshop

Workshop Overview

This is the Workshop Version of ETL's top Program CAA301.

The Key difference is - in this program the participant is also required to hands-on practice what is taught. The fee surcharge for this workshop version program is USD \$1,000 per participant.

Program includes instructor assisted individual practical work.

In this program you can choose to work on any one of following workshops...

1. Civil Project
2. Mechanical, Electrical Project
3. Turnkey Project (Design Build)
4. Supply of Services or Labour Contract
5. Negotiated Contract, Single Source Contract
6. Consultant Contract
7. Procurement Contract
8. General Tender Preparation, Invitation, Analysis Award

It provides a comprehensive practical briefing on the issues and details of effective contract administration, claims management and negotiating settlements.

This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) look at the issues so that effective decision can be taken.

By program end the participant is able to: understand good contract administration practices, understand the contractual issues on real contracts, understand the Technical-Legal-Management Concerns on Contracts, make a correct interpretation of contracts, know when to seek legal opinion, identify situations which could lead to increased liability for the employer, properly document situations to the extent required to protect his employers interests, recognize actions and inactions that lead to wastage of contract time resources. He will have a winning prospective of the Legal-Technical-Audit-Planning-Management concerns on the contract and be empowered to take the right win-win decisions.

This is one of the top Contracts programs from Euro Training Ltd. Intended for all Project, Procurement, Legal, Audit, Planning and Management Professionals.

A must attend program for anyone taking his job seriously.

Attending this program is like gaining 5 years experience on the job! This is a Unique Comprehensive Program that takes an Integrated Approach of the Whole Subject - AND includes coverage of New Emerging Interpretations, Technologies and Methodologies.

Euro Training Limited, 3422 Old Capitol Trail #1116, Wilmington, DE 19808, USA

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Worldwide Training Since 1983 Regn@EuroTraining.com EuroTraining@gmail.com EuroPrograms@Yahoo.com

Comprehensive Contract Management Training Workshop (CAA302-4)

WORKSHOP CONTENT

(Subject to Customization based on Participant Profile)

1. The Management-Engineering-Legal-Scheduling-Audit Issues on Contracts.
2. Rights, Duties and Implied Obligations of the Parties under:-
 1. Your Contract
 2. Under Local Laws Regulations
 3. Under International Law
3. Rules and Doctrines of Precedence and Interpretation of Contracts Contractual Obligations
 1. As decided by Courts
 2. As applied by Arbitrators
 3. Interpretations during Contract Execution
4. For Typical Works Supply Contracts - Clause-by-Clause Discussion of:
 4. Implication of the Contract Provisions the Way they are to be Analyzed
 5. Procedures Notices
 6. Documentation requirements
 7. Claim Risk Areas
 8. What Risks can (and can not) be transferred
 9. Productivity Issues
 10. Management Concerns
5. Making Tendering Procedures More Effective:-
 1. Prequalification Procedure
 2. Tendering Procedure, Public Tender Law
 3. Tender/Bid Evaluation
6. Transferring Risks not legally effective Just by Drafting...
 4. When Risk Transfer is actually considered Complete in Law?
7. Advantages, Disadvantages and When to Use:
 1. Cost Reimbursable Contracts
 2. Fixed Price/ Lump Sum, Bill of Quantities
 3. Construction Manager Contracts
 4. Single General Contractor, Multiple Prime
 5. Fast Track Contracting
 6. Turn Key Contract, EPC, BOLT
 7. Joint Ventures
8. Design Supervision Contracts
 1. How to protect your interests.. the issues
 2. Selection, Managing, Audit Control of Consultant's Design Activity.
 3. Consultant Contracts: Analysis and Contract Administration. Conditions to Check for and Include to Protect Owner's Interests.
 4. Consultant's Insurance, Exclusions Warranties.
9. Contract Administration Review - the bigger picture - Engineering/ Management/ Legal/ Audit Viewpoints.
10. CLAIMS ON PROJECTS
 1. Nature of Claims
 2. Constructive Variations Issues
 3. Liability Establishment
 4. Causation Proof
 5. Damage Quantification
 6. Mitigation Responsibility
 7. Tests to Check Reasonableness.
11. Schedules CPM Techniques for Causation Establishment...
 1. Contractual Aspects of the Different Project Schedules: Tender, Mobilization. CPM, Monthly-Weekly- Daily Schedules
 2. CPM: Scheduling Application
 3. Real-life Limitations (Practicality)
 4. Schedules/CPM to Establish Causation
 5. Approval Issues: CPM Schedules

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6. Impact Calculation - Delays Disruption
7. Productivity and Management Concerns
12. Fair Reasonable Price Determination and Impact Calculation (VO's Claims)
 1. Direct Costs
 2. Indirect Costs, Overheads
 3. Other Contractual Factors to Consider
13. Methodology, Techniques and Contractual/ Legal Allow ability (Entitlement) Rules for Development and Analysis of Rates/ Prices Used in VO's Claims
14. Managing Meetings For Negotiating Settlement of Disputes Claims
15. Negotiating VO's Claims
 1. Preparation
 2. Presentation
 3. Deadly Negotiating Skills
 4. Games/Tricks Others May Play
 5. Bargaining Strategies Tactics
16. Dispute Resolution
 1. Options, Contractual Arrangement
 2. Settlement by Negotiations
 3. Mediation, Arbitration, Courts
 4. Cost-Benefit Considerations
 5. Management Audit Concerns
17. Worthwhile Project Closedown Reporting
18. Management Auditing of a Contract to Identify, Measure and Evaluate Performance Bottlenecks and Suggest Improvements.
19. Workshop 1
20. Workshop 2
21. Advanced Topics - More Details on Some Above Issues Important for Participants
22. Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the Work Processes
23. Performance Management System to Measure Level of Performance in the Above Processes - we will develop the KPIs for the Above Processes
24. Planning & Implementing a Departmental/Functional Knowledge Base
25. Workshop 3
26. Setting up Early warning system to Provide Decision Support System
27. Workshop 4
28. Aligning Performance to Organizational Vision, Mission & Strategic Objectives
29. Your Individualized Action Plan for Leadership in Your Department/Section/Function
30. Workshop 5
31. Performance Management System for Your Department/Section/Function
32. Your Individualized Action Plan
33. Program Recommendations

Program 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.

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

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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

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. 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.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

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

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

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to -

1. Develop personnel skills in critical skills and methodologies covered in this program.
2. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

Latest Program Dates

caa302-4@EuroTraining.com

www.eurotraining.com/bro/caa302-4.php

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REGISTRATION FORM	
Program:	Comprehensive Contract Management Training Workshop (CAA302-4)
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:	
Sponsored by:	
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 \$17,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kuala Lumpur is \$19,580 per participant)
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 participant cancels 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.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.

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