

Protecting Your Projects & Your Organizations

Contractual Technical & Managerial Skills for Contract Professionals

Leading to Contract Administration Professionals Certification

4 Week Training Workshop

✓ Incorporating ISO-9001, Improvement & TQM Methodology

A 4 Week Training Workshop

Program Overview

This program covers the skills required for Contract Managers to perform their job function Effectively Efficiently.

It also includes:

1. Protecting Your Project Your Organization, Using New Methodologies Techniques, Computer Tools Winning Negotiating Strategies
2. ISO-9000 Quality Assurance Compliance.
3. Management Improvement
4. Review Design of Agreements
5. Ensuring Compliance with Contractual Terms
6. Preparation and Evaluation of Claims for Delays, Cost Compensations Variation Orders.

By the end of the course, participants will also be able to...

1. Understand the purpose, requirements and conditions of contracts, including contracts for supply, maintenance and construction work.
2. Understand and Develop the skills needed to award and manage contracts effectively, whether these contracts

are related to projects or the purchase of products and services.

3. Review Design Agreements
4. Ensure Compliance with Contractual Terms
5. Evaluate Claims for Delays, Cost Compensations Variation Orders.

Program Content

1. How this Program Can do Wonders for Your career and Your Department's Recognition
2. Understanding the Processes taking place on Contracts & Claims
 1. Understanding Typical Contract provisions and their true interpretation
 2. Understanding Contract Administration that Needs to be Performed in-order to Protect Your Organization's Interests
 3. Understanding Claim Preparation, Presentation, Management & Negotiating Win-Win Settlements
 4. The Contract Manager Job Function Requirements
 1. Understanding the Role
 2. Measuring Success
 3. Critical Success Factors

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

WhatsApp 14154305181 Tel: 415 251 1367 Fax/VoiceMail: US +1 650 6492689 www.EuroTraining.com

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Contractual Technical & Managerial Skills for Contract Professionals Training Program (CAA800-4)

4. Auditing Performance
5. Delegation and Control Functions
6. How to Protect Your Organization, Your Project, Your Department from losses and liability in Contractual Situations.
7. Proven Methodologies for successful Contract Administration Management
8. Contract Plan - Preparation and Monitoring
9. Quality Assurance on Contract Administration, ISO-9000, TQM – Developing Operating Systems and Methods that Deliver Quality Service
10. Skills for Analysis of Contract Conditions and Contract Interpretation Rules
11. New Information Technology Tools for Efficient Contract Management and Productivity Improvement
12. Communication Skills for Contract Professionals
13. Winning Negotiating Strategies for Settlement of Disputes Claims
3. Contract Tools and Techniques
4. Set up a Management System for Contracts Section (Systematic Organizing, Control & Improvement)
5. Workshop 1
6. Workshop 2
7. Advanced Topics - More Details on Some Above Issues Important for Participants
8. Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the Work Processes
9. Performance Management System to Measure Level of Performance in the Above Processes - we will develop the KPIs for the Above Processes
10. Planning & Implementing a Departmental/Functional Knowledge Base
11. Workshop 3
12. Setting up Early warning system to Provide Decision Support System

13. Workshop 4
14. Aligning Performance to Organizational Vision, Mission & Strategic Objectives
15. Your Individualized Action Plan for Leadership in Your Department/Section/Function
16. Workshop 5
17. Performance Management System for Your Department/Section/Function
18. Your Individualized Action Plan
19. 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
 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

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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 a large number of employees inside the organization. This is made possible by Euro Training's unique, easy to understand and easy to use methodology, based on *checklist and 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. 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.
3. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

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).

For Latest Program Schedule Email:

caa800-4@EuroTraining.com

www.eurotraining.com/bro/caa800-4.php

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REGISTRATION FORM	
Program:	Contractual Technical & Managerial Skills for Contract Professionals Training Program (CAA800-4)
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 \$19,580)
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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