

# Best Contract Management Practices Training

- ✓ Helping you Protect Your Organization
- ✓ Enable you to Take a Multi-Discipline View
- ✓ Incorporating Good & Best Industry Practices
- ✓ Make More Effective Decisions
- ✓ Legal-Engineering-Management-Audit Prospective
- ✓ Negotiating Win-Win Settlements

## What is Covered in this Program ?

This program covers the Current Best Practices in Industry

1. The Legal Environment in which Businesses Operate
2. The New Thinking Tools for Productive Contract Administrators
3. Who is responsible for what on the Contract?
4. The Range of Possible Contractual Situations that can arise.
5. The Actions Required to be Taken to Minimize Project Delay and your Contractual Liability.
6. The Documentation to be Generated, including that for resolving usual disputes.
7. Situations under which you should consult your Legal Advisers
8. Protecting Your Project Your Organization
9. Successful Contracting Strategies & Planning
10. Quality Assurance in Contract & Claims Management
11. Implementing Improvement in Contract Management
12. Analysis, Review & Audit of Agreements
13. Contract Monitoring for Early Warning of Problems
14. Organizational Contracting Procedures
15. Preparation and Evaluation of Claims for Delays, Cost Compensations Variation Orders
16. Winning Contract & Claims Negotiating Strategies

## A 4 Week Training Program

## Why you need to attend these programs?

These programs enable you to Do Effective Contract Administration. Effectiveness Requires we Optimize our Decisions after Consideration of ...

1. Legal Aspects (Minimizing Liability)
  2. Commercial Aspects (Getting the Best Contractors & Best Prices)
  3. Technical Aspects (Getting the Best Life Cycle Cost Solution)
  4. Strategic Aspects (Actions In-line with Long Term Objectives of the Organization)
- Contract Administration a normally part of the educational curriculum of Managers, Supervisors and Engineers who occupy contract administration decision making positions.
  - Legal professions are strong in Legal Aspects (1 above) but Usually lack sufficient understanding of Commercial, Technical & Strategic Aspects (2,3,4 above)

## This Program is intended for...

- 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 to enable better decisions in their work areas.

**Best Contract Management Practices Training (CAA803)**

**REGISTRATION FORM**

<b>Program:</b>	Best Contract Management Practices Training (CAA803) caa803@EuroTraining.com
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 \$13,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch.
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 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.