

Effective Contract Administration Skills Training

A 1 week Intensive Training

Program Overview

This program shows you how to effectively administer contracts - avoiding unnecessary disputes, productivity losses, delays, delay costs, acceleration claims and additional contract administration and dispute settlement costs.

This program builds a multi-discipline understanding of Legal and Contractual issues faced by professionals involved in Supervision, Administration and Management of Project, Services and Procurement Contracts.

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.

This Program will Discuss...

- The Legal Environment in which Businesses Operate
- The New Thinking for Productive Contract Administration
- Who is responsible for what on the Contract?
- The Range of Possible Contractual Situations that can arise.
- The Actions Required to be Taken to Minimize Project Delay and your Contractual Liability. .
- The Documentation to be Generated, including that for resolving usual disputes.
- Situations under which you should consult your Legal Advisers

Program Style...

The Program extensively relies on Checklists and Case-Study Approach to Aid Understanding. Emphasis is on Easy Practical Win-Win Approach to Solving Problems. Discussion, Implementation and Case Studies will be based on actual contracts being used in the Area where program is being held.

Effective Contract Administration Skills Training (CCA011)

Program Content

Day 1 & 2

1. Issues in Contract Administration of Technical & Commercial Contracts
2. Contract Administration Strategy
 - a. The Win-Win Strategy
 - b. Dispute Resolution Strategy
 - c. The Documentation Strategy
3. The Legal Environment for Businesses and Unstated Obligations
4. The Legal Way of Thinking: for Legal & Non-Legal Professionals
5. Rules for Contract Interpretation

Day 3 & 4

6. Introduction to Various Standard Forms of Contracts
7. General Rights, Obligations and Responsibilities of the Parties
8. A Provision by Provision Look at Contract Arrangements as to
 - a. Risk for Foreseeable and Unforeseeable Occurrences.
 - b. Recommended actions and procedures to be followed for each Important Contract Provisions

Day 5

9. Special Contract Administration Issues in
 - a. Design Professional and Engineering Supervision Contracts.
 - b. Services Contracts
 - c. Supply Contracts
 Recommended Do's

Latest Program Dates

- www.EuroTraining.com/bro/cca011.html
- www.EuroTrainingUK.com/bro/cca011.html

Registration Recommendations

It is recommended you nominate two participants together for this program. Single nominations will also be considered.

REGISTRATION FORM

Program:	Effective Contract Administration Skills Training (CCA011)
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:	