

# Contracts, Claims and Legal Knowledge Center

Contract Administration, Claims Management, Drafting Contracts, Negotiating Settlement of Disputes  
3 Weeks Training Programs List

| Program Code | Program Name<br>(Click to Access Website Brochure with Current Dates)                                  | Obtain a Printable<br>(pdf) Version<br>from Website |
|--------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| ARB3083      | Project and Commercial Dispute Resolution through Negotiations, Reconciliation and Arbitration         | Print                                               |
| BOT7873      | Planning Build Operate Transfer Projects and Contracts                                                 | Print                                               |
| BOT7883      | Drafting Build Operate Transfer Contracts                                                              | Print                                               |
| BOT7893      | Build Operate Transfer Projects and Contracts                                                          | Print                                               |
| BOT7903      | Turnkey Contract Administration                                                                        | Print                                               |
| CAA3013      | Effective Contract Administration, Claims Management and Negotiating Win-Win Settlement of Disputes    | Print                                               |
| CAA3023      | Contract Management Workshop Including Favorable Settlement Of Disputes                                | Print                                               |
| CAA3083      | Contract Administration - From Project Award to Completion                                             | Print                                               |
| CAA3323      | Contract Administration and Claims Management on Turn-Key Contracts                                    | Print                                               |
| CAA3333      | Turn-Key Contracts Contract Administration and Claims Management                                       | Print                                               |
| CAA3343      | Managing Turn-Key Projects and Contracts                                                               | Print                                               |
| CAA7023      | Contracts Management: Procurement, Partnering and Tendering                                            | Print                                               |
| CAA8003      | Contractual, Technical and Managerial Skills for Contract Professionals                                | Print                                               |
| CAA8013      | Advanced Contract Management Using Quality Assurance Methodology                                       | Print                                               |
| CAP3603      | Advertising and Publicity Service Contracts - Planning, Drafting, Administering, Managing and Auditing | Print                                               |
| CAP7423      | Art of Persuading Arbitrators, Judges, Boards and Decision Makers                                      | Print                                               |

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| CAQ3093      | Contract Administration with Quality Assurance                                                                                 | Print                                               |
| CDP1443      | Construction Litigation Specialized Knowledge Management and Strengthening Your Construction Claim Through Discovery Processes | Print                                               |
| CEP5813      | Effective Contracts Administration and drafting of EPC Contracts                                                               | Print                                               |
| CEW1063      | Understanding Expert Witness Skills, Processes and Evaluation Methods                                                          | Print                                               |
| CGA3903      | Gas and LNG Contracts - Drafting, Pricing and Negotiating                                                                      | Print                                               |
| CIT8103      | Planning and Drafting IT Service Contracts                                                                                     | Print                                               |
| CIT8123      | Administering and Managing IT Service Contracts                                                                                | Print                                               |
| CIT9003      | Third Party Inspection and Testing Services Contracts - Planning, Drafting, Administering, Managing and Auditing               | Print                                               |
| CLS3493      | Legal Secretary Training                                                                                                       | Print                                               |
| CMB9003      | Contract Professional MBA Competencies                                                                                         | Print                                               |
| CMQ4063      | Quality Assured Contract Management                                                                                            | Print                                               |
| COF4623      | Drafting Call-Off or Framework Contracts                                                                                       | Print                                               |
| COF4643      | Administering Call-Off or Framework Contracts                                                                                  | Print                                               |
| COS1143      | Exculpatory Clauses-Interpretation Avoiding Liability Mitigation Negotiating                                                   | Print                                               |
| COS1163      | Understanding Interpreting and Arguing- One Sided Clauses and Unfair Contract Terms                                            | Print                                               |
| CPD8003      | Punitive Damages -Avoidance -Mitigation -Defending                                                                             | Print                                               |
| CPL4083      | Professional Liability Training Program                                                                                        | Print                                               |
| CPP3053      | Claim and Counter-Claim Management                                                                                             | Print                                               |

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| CPR4403      | Advanced Contracts and Project Management                                                                  | Print                                               |
| CRC3333      | Legal Secretary Training                                                                                   | Print                                               |
| CTN3303      | Advanced Contracts and Purchasing Management                                                               | Print                                               |
| DRF3033      | Workshop Drafting Enforceable Contracts Conditions                                                         | Print                                               |
| DRF3073      | Drafting and Negotiating International Commercial Contracts                                                | Print                                               |
| FID3053      | FIDIC Condition of Contract -Benchmarking and Drafting Contract and Conditions                             | Print                                               |
| JCM4503      | Judicial Court Management Best Practices                                                                   | Print                                               |
| LFM5503      | Law Firm Management Best Practices                                                                         | Print                                               |
| NEG5433      | Skills for Oil and Gas Contract Negotiation                                                                | Print                                               |
| NEG9013      | Negotiating Contracts Effectively                                                                          | Print                                               |
| PE3143       | English for Contracts Professionals                                                                        | Print                                               |
| PTU3203      | Oil Field Land Leasing and Production Sharing Agreements                                                   | Print                                               |
| QKM8173      | Effectively Implementing Contracts and Legal Knowledge Management System                                   | Print                                               |
| RMC8453      | Contract Risk Management and Compliance                                                                    | Print                                               |
| TEL4443      | Management of Advanced Technology Purchase Project Contracts - Contracts for Buying and Selling Technology | Print                                               |
| TEL4453      | Contracts for Buying and Selling Technology                                                                | Print                                               |
| TPM5603      | Advanced Purchasing Management                                                                             | Print                                               |
|              |                                                                                                            | Print                                               |

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