

Contracts, Claims and Legal Knowledge Center

Contract Administration, Claims Management, Drafting Contracts, Negotiating Settlement of Disputes
5 Days (1 Week) Training Programs List

| Program Code | Program Name (Click to Access Website Brochure with Current Dates) | Program Content Summary |
|--------------|--|---|
| ARB3085 | Project and Commercial Dispute Resolution through Negotiations, Reconciliation and Arbitration | All organizations are involved in Dispute Resolution by Negotiation or other Mechanism. In this program, you will learn about: Understanding Dispute Dynamics, Preparation for Negotiations, Preparation for Presentations, Participating in Negotiations, Settlements, Preparation for Arbitration, Arbitration Presentation Materials, and, Supporting Arbitration.; This training could save your organization hundreds of thousands of Dollars in costs and better settlements! It is recommended you send a team of participants together to attend this program. Single nominations are also acceptable.; Dispute Resolution & Organizational Strategic Objectives; The Dispute Resolution Procedures ; The Contract Provisions ; The Resolution of Disputes Clauses ; Arbitration Provisions and their Implementation Steps ; Arbitration Institutions, Arbitration Practice, Hearings, Proof, and Proceedings ; National Laws and Arbitral Authority, Trends in International Commercial Arbitration ; Preparation For Arbitration ; Understanding Resolution Dynamics; Preparation for Negotiations; Preparation for Presentations; Participating in Negotiations & Settlements; Preparation for Arbitration; Arbitration Presentation Materials; Supporting Arbitration; Program Recommendations |
| BOT7875 | Planning Build Operate Transfer Projects and Contracts | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| BOT7885 | Drafting Build Operate Transfer Contracts | This is multi-discipline training program providing the participant a comprehensive understanding of the BOT Projects & Project Contracts. The participant will learn about the Techniques, Good Practices and Best Practices in Case Studies and discussion will include from (based on participant profile) Aligning BOT Project Objectives with Your Organizational Mission, Vision, Strategic Objectives or Quality Policies, Planning Successful BOT Projects, Drafting BOT Contracts, Day-to-Day Administration of BOT Contracts, Managing BOT Contracts, Key Performance Indicators, Minimum Operating Performance, Project Monitoring, Project Business Information System. Program Stages Covered during Program Include: Request for Proposals, Project Strategy & Contract Drafting, Proposal Evaluation (including Multiple Proposals), Design and development, Construction/Installation, Testing & commissioning, Operation, Maintenance, Upgrading & Improvement, Value Engineering. Topics Covered Include: Strategic Fit, IP & Proprietary Technologies, Future Expansion, Business Information System (to facilitate facility management), Financing, Cost Estimates, Allowable & Non-Allocable Costs, Creation of Knowledgebase and Database, Training, Technology Transfer, Improvement, Renewal and Value Engineering, Facility & Data Security, Plant Design Standards, Operation Management Standard, Joint Venture Issues, Change Orders, Cost Escalation, Performance Guarantees, Service Level Agreements, Subcontractors, Concession Revenue Management. |

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| BOT7895 | Build Operate Transfer Projects and Contracts | This is multi-discipline training program providing the participant a comprehensive understanding of the BOT Projects & Project Contracts.; The program covers different stages of a Project; Aligning BOT Project Objectives with Your Organizational Mission, Vision, Strategic Objectives or Quality Policies.; Planning Successful BOT Projects; Drafting BOT Contracts; Day-to-Day Administration of BOT Contracts; Managing BOT Contracts; Strategic Fit; IP & Proprietary Technologies; Future Expansion; Business Information System (to facilitate facility management); Financing; Cost Estimates; Allowable & Non-Allocable Costs; Creation of Knowledgebase and Database; Training; Technology Transfer; Improvement, Renewal and Value Engineering; Facility & Data Security; Plant Design Standards; Operation Management Standard; Joint Venture Issues; Change Orders; Cost Escalation; Performance Guarantees; Service Level Agreements; Subcontractors; Concession Revenue Management |
| BOT7905 | Turnkey Contract Administration | This program provides a comprehensive practical briefing on the issues and details of effective contract administration on Turnkey Contracts (Technical-Legal-Management-Audit-Finance).; Expertise Developed: understand good contract administration practices, understand the contractual issues on real contracts, understand the Technical-Legal-Management Concerns on Contracts, make correct interpretation of contracts, know when to seek legal opinion, identify situations that could lead to increased liability for his organization, properly document situations to the extent required to protect his company's interests, recognize actions and inactions that lead to wastage of contract time & resources; Understanding the Organizational Objectives from the Turnkey Contract; Understanding the Contract Administration Objectives; Understanding the various contract provisions; Understanding the true legal interpretation of the Contract; Understanding the Practical Enforceability Aspects; Understanding the ; Notice Requirements; Contract Documentation; Causation Support Evidence; Mitigation Support Evidence; Claim Quantification Support Information; Negotiating Disputes; Presenting Claims; Analyzing Claims; Case Studies |
| CAA3015 | Effective Contract Administration, Claims Management and Negotiating Win-Win Settlement of Disputes | This program provides a comprehensive practical briefing on the issues and details of effective contract administration, claims management and negotiating settlements through a unique multidiscipline (Technical-Legal-Management-Audit-Finance) look at the issues. All Effective Business Contract Decisions take into account Multi-discipline Inputs.; Expertise Developed: understand good contract administration practices, understand the contractual issues on real contracts, understand the Technical-Legal-Management Concerns on Contracts, make correct interpretation of contracts, know when to seek legal opinion.; The Management-Engineering-Legal-Scheduling-Audit Issues on Contracts.; Rights, Duties and Implied Obligations of the Parties; Rules and Doctrines of Precedence and Interpretation of Contracts Contractual Obligations; Clause-by-Clause Discussion of Important Provisions; Making Tendering Procedures More |

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| | | Effective; Effectively Transferring Risks Guidelines; Advantages, Disadvantages and When to Use different Contract Forms; Contract Administration Good Practices; Analyzing Claims on Projects; CPM Techniques for Causation Establishment; Fair Reasonable Price Determination and Impact Calculation (VO's Claims); Development and Analysis of Rates/ Prices Used in VO's Claims; Negotiating Settlement of Disputes Claims; Dispute Resolution Processes; Worthwhile Project Closedown Reporting from Contract Administration Viewpoint; Management Auditing of a Contract ; Program Recommendations |
| CAA3025 | Contract Management Workshop Including Favorable Settlement Of Disputes | 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 Civil Project; Mechanical, Electrical Project; Turnkey Project (Design Build); Supply of Services or Labour Contract; Negotiated Contract; Single Source Contract; Consultant Contract; Procurement Contract; General Tender Preparation, Invitation, Analysis & Award; Rights, Duties and Implied Obligations of the Parties under:-; Rules and Doctrines of Precedence and Interpretation of Contracts Contractual Obligations; For Typical Works Supply Contracts -Clause-by-Clause Discussion of:; Making Tendering Procedures More Effective:-; Effectively Transferring Risks ; Different Contract Forms : Advantages, Disadvantages and When to Use; Design & Supervision Contracts; Claims On Projects; Schedules CPM Techniques for Causation Establishment; Fair Reasonable Price Determination and Impact Calculation (VO's Claims); Other Contractual Factors to Consider; Methodology, Techniques and Contractual/ Legal Allow ability (Entitlement) Rules for Development and Analysis of Rates/ Prices Used in VO's Claims; Managing Meetings For Negotiating Settlement of Disputes Claims; Negotiating VO's Claims; Dispute Resolution; Worthwhile Project Closedown Reporting; Management Auditing of a Contract to Identify, Measure and Evaluate Performance Bottlenecks and Suggest Improvements.; Program Recommendations |
| CAA3085 | Contract Administration - From Project Award to Completion | The program provides the knowhow to set up a Good Contract Administration System for Your Projects. ; This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) understanding enabling you to take effective decisions in the interest of your Projects.; Contract Administration Challenges on Projects - the Risks; Contract Administration Processes; The Award Processes; Mobilization Contract Administration; Administering Initial Approvals; Administering & Agreeing Reporting Formats; Agreement for Progress Monitoring Method; Program Approvals; Administering QA/QC Plan Approval; Approving Contractor Method Statements Process; Administering Inspection & Testing; Approving Contractor Employees Process; Progress Monitoring Process; Periodic Invoice |

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| | | <p>Process; Safety Incident Process; Environmental Incident Process; Contractor Employee Issues Processes; Change Management Processes; Identifying Constructive Variation Orders; Documenting Disputes & Disagreements; Alternative Materials Approval Process; Administering Project Commissioning Process; Administering Punch List Resolution Process; Administering Project Handing Over Process; Performance Problems Administering Process; Warranty Works Administering Process; Failure to Provide Timely Warranty Process; Contract Completion Processes; Contract Administration Project Lessons Learnt Reporting Process; Program Recommendations; Customized Recommended Action Plan</p> |
| CAA3325 | <p>Contract Administration and Claims Management on Turn-Key Contracts</p> | <p>In this program you will learn about...This program provides you a comprehensive practical briefing on Turn-Key Contracts: the issues and details of effective contract administration and claims management. This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions. The participant will learn about the Techniques, Good Practices and Best Practices in Case Studies and discussion will include from (based on participant profile). Understanding Contracts, Rules for Interpretation of Contracts, Distribution of Rights & Obligations of the Parties, Detailed Understanding of the Key Conditions of Contract, Recommendations Regarding, Contract Administration, Drafting Special Conditions, Managing Claims, Preparing Claims, Analyzing Claims, Negotiating Claims.</p> |
| CAA3335 | <p>Turn-Key Contracts Contract Administration and Claims Management</p> | <p>The program provides the knowhow to set up a Good Management System for Turn Key Contracts. Participant will learn about the Specific Turn Key Contract Risk Management, Contract Administration and Dispute Resolution Processes and Skills; This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions on your Turn Key Projects.; Contracts Generally; Various Contract Standard Forms & Risk Distributions; Rules for Interpretation of Contracts; Distribution of Rights & Obligations of the Parties in Turn Key Contracts; Understanding Turn Key Contracts Contract Conditions; Detailed Understanding of the Key Conditions of Contract; Contract Administration QC Plan for Turn Key Projects; Drafting Special Conditions for Turn Key Contracts; Preparing Claims on Turn Key Contracts; Analyzing Claims Turn Key Contracts; Negotiating Claims Turn Key Contracts; Program Recommendations</p> |
| CAA3345 | <p>Managing Turn-Key Projects and Contracts</p> | <p>Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com</p> |

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| CAA7025 | Contracts Management: Procurement, Partnering and Tendering | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| CAA8005 | Contractual, Technical and Managerial Skills for Contract Professionals | This program covers the skills required for Contract Managers to perform their job function Effectively Efficiently. It also includes: Protecting Your Project Your Organization, Using New Methodologies Techniques, Computer Tools Winning Negotiating Strategies; ISO-9000 Quality Assurance Compliance; Management Improvement Review Design of Agreements; Ensuring Compliance with Contractual Terms; Preparation and Evaluation of Claims for Delays, Cost Compensations Variation Orders.; Participant will learn about the Best Worldwide Practices in Contract Management; Methodology; Planning; Tools and Technology Issues; Management Issues; The Strategic Aspects of Your Contracts; Understanding the Processes taking place on Contracts; Understand the purpose, requirements and conditions of contracts; Contracts for supply, maintenance and construction work; Understand and Develop the skills needed to award and manage contracts effectively; Review Design Agreements; Ensure Compliance with Contractual Terms; Evaluate Claims for Delays; Cost Compensations Variation Orders.; Best Contract Practices; Contract Tools and Techniques; Set up a Good Management System for Contracts Section ; Program Recommendations |
| CAA8015 | Advanced Contract Management Using Quality Assurance Methodology | This is a follow-on Contract Management Skills building program. Participant should have attended the program CAA301 or equivalent from another reputable organization. If there is any doubt please first attend the program CAA301; This program develops capabilities in Supervision and Management - specifically teaching you how to Improve the Productivity, Quality and Management of your Contracts Department. Best Contract Management, Quality Assurance, Continuous Improvement, TQM and Benchmarking Methodologies - as applicable to contracts department - are taught in this program.; The Problem Areas; Risks and Strategic Concerns with Contract Management; Understand the Processes taking place on Contracts; Best Contract Practices; eTools and Techniques; Set up a Management System for Contracts Section ; How to Improve Effectiveness Productivity on your Contracts?; Developing Capabilities in your Contract Supervision and Control Staff ; Negotiate Competitive and Noncompetitive Contracts to Get the Best Deals.; Develop Continuous Improvement System for Contracts Section ; Understanding Types of Contracts: Supply, Maintenance, Construction; Fixed Price or Reimbursable Cost; EPC; For each type?associated? Productivity Risks; Financial Risks; Main Conditions of Contract; Other Areas of Concern; Managing the Contract Processes: Prequalification; The Tendering Process; Evaluation of Tenders; Flowcharting the Processes; Pre-Qualification and ISO-9001; Preparing the Contract Plan; Negotiating Strategy and Tactics... Pre-award Negotiations; Negotiation of Changes and Variation Orders; |

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|--------------|---|--|
| | | Negotiating Disputes and Claims; Win-Win Philosophy; Expectations Changing Expectations; Planning Preparation; Tricks others may play; Administering Contracts...The Business Legal Environment; The Problem Areas; Do's and Don'ts; Letters Notices; Documentation; Productivity Killer Attitudes; Programs, Progress, Delivery Schedules and Expediting; Quality and Substitutes; Variation Orders; Claims and Counter-Claims... What are they?; Minimizing Claims; Your Counter Claims ; Penalty Liquidated Damages; Consequential Losses; Insurance; Warranty; Guarantees; Finally we will give a thought to? Cost-Benefit Approach to Decisions; Longer term interests of company; Benefits of Supplier Development; Emerging Contract and Procurement Philosophies.; Program Recommendations |
| CAP3605 | Advertising and Publicity Service Contracts - Planning, Drafting, Administering, Managing and Auditing | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| CAP7425 | Art of Persuading Arbitrators, Judges, Boards and Decision Makers | This is a step-by-step approach for Making Your Case in Front of any Court, Arbitration or other Decision Making Body or Individual.; This program is intended for Everyone who finds Making Your Case to a Decision Making Body or Individual as an Important Part of his/her Job.; The Problem of Disputes; Understanding Human Aspects; Principles of Argumentation & Persuasion; Legal or Regulatory Reasoning & Interpretation Rules; Tools for Causation Evidence; Causation Analysis, Presentation & Refuting; Understanding Mitigation Responsibility of Claimants; Mitigation Analysis & Presentation; Damage or Loss Analysis & Presentation; Effective Brief Writing; Effective Oral Arguments; Handling Questions; Step by Step Planning, Preparing & Presenting of Your Persuasive Point of View; Program Recommendations |
| CAQ3095 | Contract Administration with Quality Assurance | How to Protect your Project and Organizational Interests through the Contract Administration Processes.; How to Implement Efficiency and Effectiveness in Contract Administration processes.; Issues in Contract Administration; What you Need to Prove to Win in Case of a Project Dispute; The New Thinking: Win-Win; The Legal Environment for Businesses Unstated Obligations in Contracts; Rules for Contract Interpretation; Introduction to Various Standard Conditions on Contracts; Project Risk Identification; Documentation Needs for Risk Impact Resolution; Contract Administration Processes; Documenting the Contract Administration Processes; Information & Knowledge Support for Effective Contract Administration; Controls for Contract Administration; Follow-up Systems for Contract Administration; Contract Administration System review & Improvement; eTools for Contract Administrators; Program Recommendations |

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| CDP1445 | Construction Litigation Specialized Knowledge Management and Strengthening Your Construction Claim Through Discovery Processes | This is a step-by-step approach to Understanding and Implementing Discovery Processes to Strengthen Your Organization's Construction Claims or Counter Claims; This program is intended for Corporate Lawyers, Law Teams, Contract Administrators, Negotiators and Claims Professionals working for Clients, Contractors and Consultants.; The Problem with Your Case; What You Need to Prove your Case in Negotiations, Reconciliation, Arbitration or Courts?; A Journey through the Law of Evidence; Case Studies: Different Country Laws.; The Often Ignored Opportunities; Your Organization of Project Unit Strategic Aspects; Contract Administration Procedures to Collect Evidence; The Discovery Process; The Owner's Audit Right Process; Other Ways to Access Project Documents; Expert Witness Method & Qualifications; Tests for Documents, Records, Photographs, Video Clips etc?; End of Project Preserving Evidence; Case Studies; Program Recommendations |
| CEP5815 | Effective Contracts Administration and drafting of EPC Contracts | This program provides a comprehensive practical briefing on the issues and details of effective contract administration on EPC Contracts (Technical-Legal-Management-Audit-Finance). ; Expertise Developed: understand good contract administration practices, understand the contractual issues on real contracts, understand the Technical-Legal-Management Concerns on Contracts, make correct interpretation of contracts, know when to seek legal opinion, identify situations that could lead to increased liability for his organization, properly document situations to the extent required to protect his company's interests, recognize actions and inactions that lead to wastage of contract time & resources. He will get a winning prospective of the Legal-Technical-Audit-Planning-Management concerns enabling win-win decisions; Understanding the Organizational Objectives from the EPC Contract; Understanding the Contract Administration Objectives; Understanding Contract Provisions? Important Clause by Clause; Understanding the True Legal Interpretation of Clauses; Understanding the Practical Enforceability Aspects; Understanding the Notice Requirements; Contract Documentation; Causation Support Evidence; Mitigation Support Evidence; Claim Quantification Support Information; Negotiating EPC Project Disputes; Presenting EPC Project Claims; Analyzing EPC Project Claims; Case Studies; Program Recommendations |
| CEW1065 | Understanding Expert Witness Skills, Processes and Evaluation Methods | Program covers How to Use Experts to Document your Side of Disputes on Contracts.; This is also a primer to Understanding the Skill Sets required to Become an Expert Witness.; Understanding the Nature of Project Disputes; What you Need to Prove to Win a Claim?; Evidence you Can Use to Support your Case in Negotiations, Arbitration or Courts; Why Expert Witness?; Legal Aspect of Expert Witness Opinions; Human Persuasion Aspects; Credibility Issues; Pre-Opinion Study; Opinion Presentation; Answering Questions; Common Traps; Building a Knowledge System for Experts; How to work towards becoming an Expert Witness?; Program Recommendations |

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| CGA3905 | Gas and LNG Contracts - Drafting, Pricing and Negotiating | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| CIT8105 | Planning and Drafting IT Service Contracts | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| CIT8125 | Administering and Managing IT Service Contracts | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| CIT9005 | Third Party Inspection and Testing Services Contracts - Planning, Drafting, Administering, Managing and Auditing | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| CLS3495 | Legal Secretary Training | Effectively Managing the Law Office is a demanding job? requires understanding of Important Legal Aspects, Processes, Automation and Productivity Tools and Methods.; This program provides the Legal Secretary a good understanding of all the skills he/she must master in order to do an effective job. It will provide skills, methods, tips and reliable advice to perform your Legal Secretary Job better; The Legal Business Environment; The Role of the Legal Secretary? General Duties; Productivity Tools for the Law Office; Contracts & Legal Office Processes; Managing Contracts & Legal Documents; Automation Tools for the Legal/Contracts Secretary Mail Handling; Document Assembly; Diary; Document Management; Prepare Standard Legal Documents; Preparing Contracts & other Legal Instruments & Documents; Handling and Preparing Legal Correspondence; Preparing Legal Presentation Preparing Contracts & other Legal Instruments & Documents Materials; Collecting Information (Basic Legal Research); Understanding Legal Office Good Management Practices; Setting-Up a Quality Assured System for the Legal Office; Program Recommendations |
| CMB9005 | Contract Professional MBA Competencies | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |

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| CMQ4065 | Quality Assured Contract Management | You will learn about the Best Worldwide Practices in Contract Administration Methodology; You will also gain Multi-discipline Understanding of Contractual Issues; Contract Management: the problem areas; What is Quality Assurance in Contract Management; Types of Contracts: Supply; Maintenance; Construction Fixed Price or; Reimbursable Cost EPC; For each type?associated? Productivity Risks, Financial Risks; Main Conditions of Contract; Other Areas of Concern; Purpose, Content, Procedure and What Can Go Wrong in Contract Processes? Prequalification; The Tendering Process; Evaluation of Tenders; Flowcharting the Processes; Pre-Qualification and ISO-9000; Preparing the Contract Plan; Negotiating Strategy and Tactics; Pre-award Negotiations; Negotiating Disputes and Claims; Win-Win Philosophy; Expectations Changing Expectations; Planning Preparation; Tricks others may play; Administering Contracts: The Business Legal Environment; The Problem Areas; Do's and Don'ts; Letters Notices; Documentation; Productivity Killer Attitudes; Programs, Progress, Delivery Schedules and Expediting; Quality and Substitutes; Variation Orders; Claims and Counter-Claims: What are they? Minimizing Claims; Your Counter Claims: Penalty Liquidated Damages; Consequential Losses; Insurance; Warranty; Guarantees; How to effectively use lessons learn't on a Contract; Preparing Tender Documents: Standardization; Various Sections? their purpose and significance; Cost-Benefit Approach to Decisions; Longer term interests of company; Benefits of Supplier Development; Emerging Contract and Procurement Methodologies; Program Recommendations |
| COF4625 | Drafting Call-Off or Framework Contracts | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| COF4645 | Administering Call-Off or Framework Contracts | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| COS1145 | Exculpatory Clauses- Interpretation Avoiding Liability Mitigation Negotiating | This is a step-by-step approach for? Understanding Your Contracts and Conditions to Realistically understand its Likely Enforceability in Arbitration & Courts.; The program will help you deal with one sided clauses incorporated in your own contract forms and those in Supplier, Contractor & Consultant Contracts.; Understanding Agreements & Contracts; Interpretation of One Sided Clauses; Enforceability Issues; Understanding Claims; Exclusion Clauses; Arguing For & Against One Sided Clauses; Effective Drafting; Pre-Contract Negotiating; Effective Administering? To Enforce or Reducing Impact; Reasonableness Tests; Analyzing & Presenting One Sided Clause based Positions; Program Recommendations |

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| COS1165 | Understanding Interpreting and Arguing- One Sided Clauses and Unfair Contract Terms | This is a step-by-step approach for? Understanding Your Contracts and Conditions to Realistically understand its Likely Enforceability in Arbitration & Courts.; The program will help you deal with one sided clauses incorporated in your own contract forms and those in Supplier, Contractor & Consultant Contracts.; Understanding Agreements & Contracts; Interpretation of One Sided Clauses; Enforceability Issues; Understanding Claims; Exclusion Clauses; Arguing For & Against One Sided Clauses; Effective Drafting; Pre-Contract Negotiating; Effective Administering? To Enforce or Reducing Impact; Reasonableness Tests; Analyzing & Presenting One Sided Clause based Positions; Program Recommendations |
| CPD8005 | Punitive Damages-Avoidance-Mitigation-Defending | This program provides a comprehensive practical briefing on the issues and details of effectively minimizing organizational exposure to possible Punitive Damages. The program will provide a unique understanding of the multidiscipline issues involved: Technical-Legal-Management-Public Audit-Finance-Risk Management. This 360 degree understanding will help you understand the actions required to: Avoid; Mitigate; Negotiate; Defend your organization's interests in Potential Punitive Damage Implication Decisions throughout the organization's processes.; Program Provides Legal-Engineering-Management-Social-Risk Management Prospective; Understanding the Underlying Legal Principles; The Punitive Damage Philosophy and Social Purpose; Different Treatment of Punitive Damages in Different Jurisdictions: Countries and US States; Different Award Calculations by Different Deciders of Disputes; Different Processes Used by Judges and Jury to Determine Punitive Damages (leading to substantial variability in awarded damages for similar wrongful behavior): Estimating Methods; Foreseeability; Risk Management; Recklessness; Hindsight Bias; Possible Punitive Damages Estimating Methods; Punitive Damage Strategies; Negotiating Settlements; Opening Statements; Liability; Causation; Damages; Expert Witnesses; Punitive Damages Process; Punitive Damage Calculations; Closing Statements; Post Award Negotiations; Punitive Damage Claim Preparation Step-by-Step Methodology; Liability reducing Methodologies; Punitive Damage Risk Checklist for different Organizational Processes; Program Recommendation |

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| CPL4085 | Professional Liability Training Program | <p>If you are a Consultant, this program shows you how you can protect your interests and avoid potentially heavy professional liability arising from expressed or implied terms of the contract? Participant will take away a good multi-discipline understanding of the Professional Liability issues involved in their work. It helps them in becoming liability conscious quickly and help build a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences. If you are using consultants on your projects, this program shows you how you can get the best from your consultant including expressed and implied warranties and guarantees.; Implementation Teams: This program can be used to train implementation teams? when a new project or initiative is being started in your organization; when a new strategic focus is being initiated; just prior to a consultant being hired to advise the organization; The Nature of Professional Liability; Professional Liability Common Disputes; Professional Laws and Regulations; Liability, Causation & Damages in Professional Liability Claims; Understanding Responsibilities towards Client; Technical Expertise/Competence; Risks; Cost Estimate; Timely Completion; Confidentiality; Conflict of Interest; Not to Harm Interests; Communication; Not to Mislead; Responsibilities towards Future Owners; Responsibility towards Other Effected Parties: Harm Known Interests; Conceal Evidence; Obstruction of Justice; Misleading; Effective Liability Transfer: Between the Contracting Parties; About Liability towards Non Contracting Parties; Criminal Liability; Due-Diligence Standard; Claim Preparation against Professional; Claim Analysis; Claim Negotiated Settlement; Case Studies; Program Recommendations</p> |
| CPP3055 | Claim and Counter-Claim Management | <p>Claims are common on Construction, Service and Maintenance Projects. 99.99% of these get sorted out through negotiations. The negotiated settlements depend on the effectiveness of the negotiation preparation process in your organization. Preparation for negotiations must essentially follow the same methodology as for resolving the dispute in a court of law or arbitration.; Simplistic view of claims is dangerous - it often leads to insufficient protection of your organization's interests. This Program Can Save Your Organization Substantial Sums which would have been paid as Claims, Delays and Consultant Fees.; What are Claims?; What are Counter-Claims?; Disputed Variation Orders; Constructive Changes leading to Claims; Fundamental Principles Involved in Claims: Proving Liability; Proving Causation; Proving Damages and Injury Caused (Quantified); Standard of Proof Required: Preponderance Standard.; Causation. Checking Causation Evidence to Enable a Rebuttal of Contractor's Claim. Causation is Linking ?Liability? to Disruptive Occurrence. Proof of Causation requires proof of the connection between the ?change? and the ?delay in completion and/or cost increase?.; Tools and Methods for Showing and/or Checking for Satisfactory ?Causation? Proof : Schedules, Critical Path Method (CPM), As-built Schedules, Expert Witness. How to Prove Linkage between ?Liability? and Resultant ?Injury or Damages? that May be Caused including Delay,</p> |

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Contracts, Claims and Legal Knowledge Center

Contract Administration, Claims Management, Drafting Contracts, Negotiating Settlement of Disputes
5 Days (1 Week) Training Programs List

| Program Code | Program Name (Click to Access Website Brochure with Current Dates) | Program Content Summary |
|--------------|---|--|
| | | <p>Disruption of Work, Interference, Inefficiency, Acceleration, Constructive Acceleration, Productivity Loss, Mobilization, Re-mobilization, Concurrent Working, Idle Resources, Additional Storage, Price and Labor Escalation, Unavailability of Skilled Manpower, Ripple Effect, Overtime Working, Procurement Costs, Inefficient Use of Resources, Injury to Workmen. etc.; Recovery of Claim Damages/Loss : A Claim Settlement is proper when it leaves the contractor and the owner in the same relative cost and profit (or loss) positions they would have occupied had there been no change. Profit on the unchanged work remains intact. The party liable for the change keeps the other party whole.; Quantification Methods for Claims: Lowest Possible Price, Lowest Reasonable Price, Reasonable Price, Estimated Price, Actual Cost, Fair Market Value, Contractor's Current Cost or Pricing Data, Contractor's Tender Breakdown, Formula Pricing vs Total Pricing, Work Methods Used. Dealing with : Honest Mistakes and Errors, Exercise of Discretion, Deleted Work, Contractor's Low Cost Innovations, B.O.Q., Unbalanced Bid Items, Overhead, Profit, Subcontractor's Works, Specific Contractual Limitations on Recovery, Special Damages, Defective Performance, Commercial Waste, Claim Presentation Expenses, Total Cost Approach, Total Productivity Loss Approach, Expert Witness Method.; Preparing Analyzing the Claim Document: Skills in Putting the Claim Document Together as well as Pulling It Apart. Effective Presentation, Checklists, Getting Ideas.; Steps in the Claim Preparation Process. Preparation and Analyzing: Quality Assurance in Preparation and Analyzing Plans.; Effective Presentation of Claims and Counter Claims. Arbitration : Provisions and Procedures. Benefits and Economics of Negotiated Settlements, Win-Win Philosophy.; Negotiated Settlement of the Claim: Each party has 'expectations' linked directly to its own perception of one's and other's strong and weak points. You have the job to change the 'expectations' of the other party - How Expectations can be Changed?; Pre-Negotiation Planning: Detail requirements and analysis of the contractor's estimate. Contractor's cost and price data. Audit of Contractor's cost data. Preparing independent estimates. Sources for independent estimates. Establishing flexible negotiation strategies; Conducting Negotiations. Some Effective Negotiation Tactics and Tricks People Use : Consider using them, Countering them.; Program Recommendations</p> |
| CPR4405 | Advanced Contracts and Project Management | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |

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| CRC3335 | Legal Secretary Training | Effectively Managing the Law Office is a demanding job? requires understanding of Important Legal Aspects, Processes, Automation and Productivity Tools and Methods.; This program provides the Legal Secretary a good understanding of all the skills he/she must master in order to do an effective job. It will provide skills, methods, tips and reliable advice to perform your Legal Secretary Job better; The Legal Business Environment; The Role of the Legal Secretary? General Duties; Productivity Tools for the Law Office; Contracts & Legal Office Processes; Managing Contracts & Legal Documents; Automation Tools for the Legal/Contracts Secretary Mail Handling; Document Assembly; Diary; Document Management; Prepare Standard Legal Documents; Preparing Contracts & other Legal Instruments & Documents; Handling and Preparing Legal Correspondence; Preparing Legal Presentation Preparing Contracts & other Legal Instruments & Documents Materials; Collecting Information (Basic Legal Research); Understanding Legal Office Good Management Practices; Setting-Up a Quality Assured System for the Legal Office; Program Recommendations |
| CTN3305 | Advanced Contracts and Purchasing Management | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| DRF3035 | Workshop Drafting Enforceable Contracts Conditions | This is a workshop for Contract Drafting and Reviewing Professionals? participants will spend substantial part of time on hands-on doing drafting exercises closely resembling their own job requirements. The participants will also learn the art of knowledge accumulation for effective, productive and enforceable contract drafting. The Key difference is - in this program the participant is also required to hands-on practice what is taught. Program includes instructor assisted individual practical work.; In this program you can choose to work on any one of following workshops... Civil Project; Mechanical, Electrical Project; Turnkey Project (Design Build); Supply of Services or Labour Contract; Negotiated Contract, Single Source Contract; Consultant Contract; Procurement Contract; General Tender Preparation, Invitation, Analysis Award. In Every Project or Works Contract there lies the possibility for disputes due to varied interpretations, different trade meanings, discrepancies and ambiguities in Contract Documents. Those drafting contracts often lack knowledge of Technology, Methods and Practices of the Industry. Risk Reduction by Planned Risk Transfer is the single most important purpose of this program. Past participants have reported great benefits they achieved on their projects and contracts using the analysis and methods introduced in this program. Drafting Contracts from the viewpoint of risk transfer involves an integration of Law, Methods, Practice and Technology. Useful inputs are possible from properly informed Engineers to Lawyers.; Duties Responsibilities of the Parties to Project Contracts.; Understanding Contract Conditions. Expressed and Implied Contractual Responsibilities.; Changes and Constructive Changes Doctrine.; Notice Requirements including when waived.; Responsibilities of Contractor, Owner |

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| | | <p>and Consultant on the Project.; What is 'Fair and Reasonable?'; How do Claims Arise? Legal Basis. How can these be reduced?; Contracting Methods and Associated Risks: Letter Contracts; Material Purchases; Labour Supply Contracts; Service Contracts; Package Deals, Turnkey Design Build; Traditional Single General Building Contractor or Engineering Contractor; Construction Manager Method; Phased Construction: Multiple-Prime Contractor, Fast Track Contracting.; BOOT; Technology Purchase and Consultancy Contracts; Financial Risks on the different contracts.; How Risks are transferred: What Risks can not Normally be Transferred?; Means of Coordinating; When Risk Transfer is Really Complete?; Transferring Specific Risks: Co-ordination of Contractors on Site; No- Damage-For- Delay-Clause; Project Schedule; Liquidated Damages; Unforeseen Site Conditions; Variation Orders; Right to Terminate; Dispute Resolution; Keeping appropriate Records; Inspection of Works; Safety; Price Fluctuations; Exceptional Weather Conditions.; Special Problems with Engineering-Contractor and Consultant Contracts.; Drafting Contracts Guidelines and Checklists.; Available Standards Resources for the Drafting Professional; Case Studies ; Program Recommendations</p> |
| DRF3075 | Drafting and Negotiating International Commercial Contracts | <p>This program will provide you the skills to Draft International Commercial Contracts and to Successfully Negotiate them Protecting your Organizations Strategic Interests.; Program will ensure you will consider all possible situations that may arise during the execution, operation, maintenance, expansion and end of life of the transaction. Participants are provided extensive checklists and notes to assist them in their work; Understanding your organization's real objectives: Project Objectives & Strategic Objectives. Understanding Risks on Projects: Schedule, Cost, Safety, Liability, Environmental and Quality; Understanding Contract Conditions. Expressed and Implied Contractual Responsibilities; Changes and Constructive Changes Doctrine.; Notice Requirements including when waived. ; Responsibilities of Contractor, Owner and Consultant on the Project. ; What is 'Fair and Reasonable?'; How do Claims Arise? Legal Basis. How can these be reduced? Contracting Methods and Associated Risks: Letter Contracts; Material Purchases; Labour Supply Contracts; Service Contracts; Package Deals, Turnkey Design Build; Traditional Single General Building Contractor or Engineering Contractor; Construction Manager Method; Phased Construction: Multiple-Prime Contractor, Fast Track Contracting; BOOT; Technology Purchase and Consultancy Contracts? Financial Risks on the different contracts; How Risks are transferred: What Risks Cannot Normally be Transferred? Means of Coordinating; When Risk Transfer is Really Complete?; Transferring Specific Risks: Co-ordination of Contractors on Site; No- Damage-For- Delay-Clause; Project Schedule; Liquidated Damages; Unforeseen Site Conditions; Variation Orders; Right to Terminate; Dispute Resolution; Keeping appropriate Records; Inspection of Works; Safety; Price Fluctuations; Exceptional Weather Conditions.; Special Problems with Engineering-Contractor and Consultant Contracts.; Drafting Contracts</p> |

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| | | Guidelines and Checklists.; Available Standards Resources for the Drafting Professional; Negotiating Contracts; Negotiating Price Breakdowns; Negotiating Risks ; Win-Win Settlements for Contract Negotiations; Case Studies ; Program Recommendations |
| FID3055 | FIDIC Condition of Contract - Benchmarking and Drafting Contract and Conditions | <p>This program will consider the important Contract Provisions of FIDIC Standard Contracts to enable you to understand and/or do the following:- Among Contractor, Owner Consultant, Who is responsible for what? The Range of Possible Contractual Situations that can arise. The Actions required to be Taken to Minimize Delay and your Contractual Liability. Recommended Contractual Procedures. The Documentation to be Generated, including that for resolving usual disputes. Situations under which you should consult your Legal Advisers. Effectively Perform Contract Administration Responsibilities Benchmark your Contracts with Good & Best International Practices Draft your Project Contract Analyze Claims Protect Your Organization's Interests on its Projects.; This program assists you in understanding, implementing, benchmarking and drafting Contracts based on FIDIC Form of Contract. It leads to skills in Understanding Your Contracts better in terms of enforceability and risk management. This program covers Conditions for International Contracts (contracting parties are from different countries) for Civil and Industrial Projects. At the end of the 2 week program you will be able to Benchmark and Draft your own Contract Conditions against these Industry Standards. Participants will spend 3 days on hands-on benchmarking/ preparing contract conditions to suite their own projects.; Introduction to FIDIC Form of Contracts; Rights, Obligations and Responsibilities of each of the parties to the Contract; Analysis, Recommended Contract Administration Procedures to be followed for each of the Contract Provisions and possible Situations:- ; Delegation of Authority. Supervision of Works. Satisfaction of Consultant, and, "When he should be satisfied?" Contractor's Substitutions. Additional Drawings, Discrepancies, Inspection of Drawings, Foundation Drawings.; Operation Maintenance Instructions. Responsibility for Setting-out accuracy.; Owner Supplied Materials. Lifting equipment, Electricity, Water and Gas.; Program of Works Issues: Status of the different programs, Approval, Rejection, Methods of Working, Checking program, Updating program, Revised program, Acceleration of works, CPM etc.; Extension of Time for Completion: Entitlement, Critical path, Addition and omission to works, Grouping instructions, Extension of time given, Timing of extension of time, Acceleration. Expedite works, Accelerate, Failure to expedite, Progress measurement methods.; Unforeseen Site Conditions: Sub-surface data provided, Disclaimers, Pre-tender site inspection, Obligations of the parties, "Make own interpretations", "Contractor to satisfy himself before tendering...", Expert interpretations, Justified assumptions, Administrative provisions, Tests for: "As-far-as-practicable", Anticipatibility.; Possession of Site: Extent of possession of site, Concurrent occupation, Safety-OSHA, Interference, Foundations.; Testing and Workmanship: Contractual requirements, Investigations to ascertain cause of defect, Failure to check,</p> |

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| | | Ambiguities, Reimbursable tests, Improper rejection, Commercial waste, Inspection and testing during manufacture.; Completion of Works: Test for Substantial Completion, Outstanding Works, Maintenance Certificate, Risks Transfer on Substantial Completion, Final Approval of Works, Unfulfilled Obligations, Completion of Contract.; Variation or Change Orders: Contractual Provisions and its Limitations, Performance Outside Contract Requirements, Variation Work to other Contractors, V.O. to Change Program, Specialized Work, Valuation of Variations. Claims: Dispute Resolution, Submission of Details.; Payment Conditions; Default by Contractor, Default of Owner, Frustration of Contract, Measurement of Works - Standard Method of Measurement (SMM); Suspension of Works, Suspension for Long Periods, Urgent Repairs or Works.; Escalation Provisions; Warranty, Guarantee, Bonds Insurance.; Design Professional and Engineering Contractor Standard FIDIC Contracts.; Case Studies; Program Recommendations |
| JCM4505 | Judicial Court Management Best Practices | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| LFM5505 | Law Firm Management Best Practices | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| NEG5435 | Skills for Oil and Gas Contract Negotiation | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |
| NEG9015 | Negotiating Contracts Effectively | This program provides a detailed understanding of Negotiating Effective Contracts that lead to achievement of your Organizational Objectives. ; After the program the participant will be able to decide when negotiated contracts will be more beneficial to his organization. Also it will help the participant negotiate Variations and Claims. Participant will understand the step by step process to produce results through negotiations.; Identifying your Negotiation Objectives; Prioritizing your Objectives; Pre Negotiation & During Negotiations Preparations; Market Research - What are the Options?; Negotiated Contracts vs. Competitive Bidding; Hybrid Procurement Strategy - Bidding followed by Negotiations; Negotiation Planning; Negotiating Team Briefing; Team Role Play Strategy; Understanding Dynamics of Settlements; Analyzing Other Side Positions; Non-Zero Negotiations: Creating Value through Solutions; Basics of Estimating Prices & Options; Some Key Contract Terms that add value in Negotiations; Evaluating Variation Order Pricing; Negotiating Support Data on Ongoing Contracts; Claim Evaluation Analysis; Claim Pricing Methods; Win-Win Settlements; Maintaining Business Relationships; Program Recommendations |

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| PE3145 | English for Contracts Professionals | Enabling you to understand the professional message accurately Helping you express your contracts related ideas clearly and professionally; Providing you professional confidence Helping faster learning through multiple tools and memory aids; Understanding your work processes (what contracts professionals are expected to do); contracts terms; Knowing the contracts vocabulary; contracts business situations; Practicing business situations; Professional phrases to communicate your message; Practicing clear handwriting methods; contracts business situations; Writing short informative phrases; Writing emails and memos; Writing professional letters; Writing and editing contracts reports; Program Recommendations |
| PTU3205 | Oil Field Land Leasing and Production Sharing Agreements | This program will help you understand & update knowledge of the Technology, Planning, Risks and Management Aspects of Oil Field Land Leasing & Production Sharing Contracts.; This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions and manage your contracts efficiently; The Technology & Methods; The Technical Vocabulary; The Oil & Gas Field Ownership Models in different Countries; Typical Oil Field Lease Processes; Typical Oil Field Lease Contracts; Production Sharing Contracts; Administering Production Sharing Contracts; Auditing Production Sharing Contracts; Third Party Rights and Issues; Community Issues; Safety Aspects; Environmental Issues; Government Agencies and their Processes; Managing the Operations: Quality Assured System of Management; Good Management Practices; Best Practices; ; Performance Management: Key Performance Indicators; Trending; Benchmarking; Balanced Score Card; Processes to Create Leadership in Planning, Operation and Management; Setting up Early warning system to Provide Decision Support Data; Workshop Case Studies 1; Workshop Case Studies 2; Program Recommendations; An Individualized Action Plan for each Participant. |
| QKM8175 | Effectively Implementing Contracts and Legal Knowledge Management System | Simplest Definition of Knowledge is ? Reusable Work Products?. Knowledge includes the Experience of Worldwide Contracts & Legal Organizations, Your Organization, Contracts & Legal Department and Employees; Knowledge Management is a systematic approach to Identifying, Collecting, Communicating, Using and Updating the Reusable Work Products that Apply to your Contracts & Legal Business Units. To ease implementation this program shows you the step-by-step methodology to collect your organizations knowledge and make it available for decision making.; Understanding What is Contracts & legal Knowledge; What difference Knowledge will make to your Contracts & Legal Business Unit Performance; Identifying Contracts & Legal Knowledge for your organization; Collecting Contracts & Legal Knowledge; Communicating Contracts & Legal Knowledge throughout your organization.; Making Knowledge Available in Easy Reusable Form; Monitoring the Contracts & Legal Knowledgebase; Continuous System for Updating your Contracts & Legal Knowledgebase; Knowledge Management Team System; Using IT Technology for Knowledge |

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| | | <p>Management System; Legal & Contractual Issues in Knowledge Management System; Intellectual Property Issues in Knowledge Management System; Security & Confidentiality Aspects of Knowledge Management System; Human & Motivational Aspects of Knowledge Management Success; Workshop: Prepare Implantation Plan for Your Contracts & Legal Knowledge Management System; Setting up Early warning system to Provide Decision Support Data; Workshop Case Studies 1; Workshop Case Studies 2; Program Recommendations; An Individualized Action Plan for each Participant.</p> |
| RMC8455 | Contract Risk Management and Compliance | <p>All Contracts and Projects are prone to multiple risks. Risks unless handled adequately will lead to contract & project failure to meet its objectives. In this program the participant will learn the multi-discipline analysis of Risks on Contracts & Projects and their treatment such as to protect the project objectives. Program will help participant become productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.; International organizations including FIDIC have identified the Risks inherent in International Contracts. They suggest the fair Win-Win distribution of the risks - Distribution that is acceptable to Legal & Regulatory authorities. Plus there are Legal Interpretation Rules to be Understood that empower the participant to effectively perform risk management on his Contracts & Projects.; The Contracting Environment; Risks Inherent in International Contracts; Default (By Law) Risk Distribution on Contracts; Risk Distribution by Contracting Strategic Options; Risk Distribution through Contract Conditions; Risk Distribution Recommendations; Insurance against Risks; Insurance Strategies; Indemnities by the Parties; Involving All the Contract Parties into Coordinated Risk Management System; Risk Distribution Standard Good Practices; Due Diligence & Risks; Mistakes & Risks; Unprofessional Behavior; Gross Negligence; Fraud Induced Risks; Risk Reduction Strategies; Who Pays for Damages from Risks Materialization; Program Recommendations</p> |
| TEL4445 | Management of Advanced Technology Purchase Project Contracts - Contracts for Buying and Selling Technology | <p>This program covers the essential practical considerations, analysis methods, strategic concerns and conditions to use when considering purchase of high technology products and services.; Extensive benchmarking checklists are developed and are provided to the participants.; Licensor; Patent; Software and Telecommunication Contracts; Setting up Early warning system to Provide Decision Support Data; Workshop Case Studies 1; Workshop Case Studies 2; Program Recommendations; An Individualized Action Plan for each Participant.</p> |

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| TEL4455 | Contracts for Buying and Selling Technology | This program discusses the specialist area of Licensor Contracts and Conditions. Small omissions or mistakes in licensor contracts can add millions of dollars of future costs and can also inhibit future business expansion.; This program covers all the aspects you must consider when going for buying technology using some kind of licensor contracts. Negotiating on the basis of Technology Seller's Draft Contract is most dangerous. We provide you the benchmarking checklist you must use in these negotiations.; Licensor; Patent; Software and Telecommunication Contracts; Setting up Early warning system to Provide Decision Support Data; Workshop Case Studies 1; Workshop Case Studies 2; Program Recommendations; An Individualized Action Plan for each Participant. |
| TPM5605 | Advanced Purchasing Management | Under Revision. Please see www.eurotraining.com/plist/psumm/contracts-training-summ-1w.pdf or email: regn@eurotraining.com |

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