

# Project & Major Procurement Contract Administration, Legal Corporate Management & Claims Management

Legal Risk & Liability Reduction, Managing Liability, Drafting & Negotiating Enforceable Contracts and Conditions, Claims Preparation, Analysis & Avoidance, Win-Win Settlement of Disputes, Arbitration, Legal Secretary Training, Engineering Training for Legal Professionals, Construction Technology for Legal Professionals, FIDIC Design-Build & Turnkey Contracts, BOOT & PPP Contracts, IT Software & Services Contracts, QA/QC for Contracts & Legal Department, Oil & Gas Industry Contracts – Upstream & Downstream, Drilling, Services & Construction, Quality Assured Contract Management, Persuading Arbitrators-Judges-Decision Makers, Litigation Support Knowledge Management, Expert Witness, Technology Purchase & IT Contracts, Productivity Enhancement through IT in Legal Departments

## Euro Training Ltd 6 Day Program Schedule

3422 Old Capitol Trail #1116, Wilmington, DE 19808, USA Tel: 415 4305181 Fax: US +1 650 6492689

<a href="#">Click on Program Title to See Brochure</a>	Program Summary
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[Click Here For 5 day, 2 week, 3 week, 4 week Versions](#)

<p><b>ARB308-6 (pdf)</b>  <b>Project and Commercial Dispute Resolution through Negotiations, Reconciliation &amp; Arbitration</b></p>	<p>All organizations managers are involved in Dispute Resolution by Negotiation. In this program you will learn about: Understanding Dispute Dynamics, Preparation for Negotiations, Preparation for Presentations in front of Management or Third Parties, Participating in Negotiations, Settlements, Preparation for Arbitration, Arbitration Presentation Materials, and Supporting Arbitration. This training could save your organisation hundreds of thousands of Dollars in consultancy costs and better settlements!</p> <p>This program is intended for Legal, Contracts, Project &amp; Procurement Professionals and Managers.</p>
<p><b>BOT789-6 (pdf)</b>  <b>Build Operate Transfer Projects &amp; Contracts</b>          BOT &amp; Turnkey Contract Planning, Drafting &amp; Administration          Business Skills, Good &amp; Best Practices</p>	<p>This is multi-discipline training program providing the participant a comprehensive understanding of the BOT Projects &amp; Contracts. Program Content Includes: 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. <b>Program Stages Covered during Program Include:</b> Request for Proposals, Project Strategy &amp; Contract Drafting; Proposal Evaluation (including Multiple Proposals); Design and development; Construction/Installation; Testing &amp; commissioning; Operation; Maintenance; Upgrading &amp; Improvement and Value Engineering.</p> <p>Topics Include: Strategic Fit; IP &amp; Proprietary Technologies; Future Expansion; Business Information System (to facilitate facility management); Financing; Cost Estimates; Allowable &amp; Non-Allocable Costs; Creation of Knowledgebase and Database; Training; Technology Transfer; Improvement, Renewal and Value Engineering; Facility &amp; Data Security; Plant Design Standards; Operation Management Standard; Joint Venture Issues; Change Orders; Cost Escalation; Performance Guarantees; Service Level Agreements; Subcontractors and Concession Revenue Management.</p>
<p><b>BOT790-6 (pdf)</b>  <b>Turnkey Contract Administration</b>          (Based along the FIDIC Silver Book)</p>	<p>This is multi-discipline training program providing the participant a comprehensive understanding of the Turnkey Project Contract Administration.</p> <p>Program Content Includes: 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 and Analyzing Claims. The program will also cover many case studies for each of the above issues.</p>

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<p><b>CAA301-6 (pdf)</b> Protecting Your Project, Contract &amp; Organization By</p> <p><b>Effective Contract Administration, Claims Management &amp; Negotiating Win-Win Settlement of Disputes</b></p>	<p>This program provides you a comprehensive practical briefing on the issues and details of effective contract administration, claims management and Win-Win negotiated settlements. This program provides a unique multidiscipline (Technical-Legal-Management-Audit-Finance) analytical approach enabling you to take effective decisions. By program end you should be able to: 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 your organization, properly document situations to the extent required to protect your organization's interests, recognize actions and inactions that lead to wastage of contract time and resources.</p> <p>You will get a winning prospective of the Legal-Technical-Audit-Planning-Management concerns on the project or major procurement contract and be empowered to take the right win-win decisions.</p> <p>This is one of the top Contracts programs from Euro Training Ltd. intended for a whole range of audience working on projects, including, Project, Procurement, Legal, Audit, Planning and Management Professionals. A must attend program.</p>
<p><b>CAA302-6 (pdf)</b> Job Skills Development Workshop Understanding, Analyzing, Administration, Win-Win Management of Contracts</p> <p><b>Comprehensive Contract Management Workshop</b> Including Favorable Settlement Of Disputes</p>	<p>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.</p> <p>Program includes instructor assisted individual practical work.</p> <p>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</p> <p>It provides a comprehensive practical briefing on the issues and details of effective contract administration, claims management and negotiating settlements.</p> <p>By program end the participant is able to: understand good contract administration practices, understand the contractual issues on real contracts, understand the Technical-Legal-Management Concerns on Contracts, make a correct interpretation of contracts, know when to seek legal opinion, identify situations which could lead to increased liability for the employer, properly document situations to the extent required to protect his employers interests, recognize actions and inactions that lead to wastage of contract time resources. He will have a winning prospective of the Legal-Technical-Audit-Planning-Management concerns on the contract and be empowered to take the right win-win decisions.</p> <p>This is one of the top Contracts programs from Euro Training Ltd. Intended for all Project, Procurement, Legal, Audit, Planning and Management Professionals.</p>
<p><b>CAA333-6 (pdf)</b> Effectively Transferring More Risk to Contractor</p> <p><b>Turn-Key Contracts Contract Administration &amp; Claims Management</b></p>	<p>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.</p>
<p><b>CAA800-6 (pdf)</b> <b>Contractual, Technical &amp; Managerial Skills for Contract Professionals</b> Leading to "Contract Administration Professional" Certification</p>	<p>This program is intended for you if you wish to make Contract Administration as your Profession and/or wish to quickly understand practical Contract Administration, Claims, Contract Supervision and Contract Management Skills. This program discusses the full range of skills required for Contract Administrators to perform their job function effectively and efficiently. The participants will also learn the art of knowledge management for effective, productive and quality administration of contracts.</p> <p>This program also emphasizes meeting and exceeding internal and external customer expectations. By successfully doing this you will have turned your organization or department into a centre of customer excellence.</p>

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<p>CAA801-6 (pdf)</p> <p><b>Advanced Contract Management Using Quality Assurance Methodology</b></p> <p>Best Contract Management Practices</p>	<p>This is a follow-on Contract Management Skills building program. Participant should have attended the program CAA312 (CAA301) or equivalent from another reputable organization. If there is any doubt please first attend the program CAA312 (it really helps).</p> <p>This program develops capabilities in Supervisors, Managers and Manager-hopefuls – specifically teaching you how to Improve the Productivity, Quality and Management of your Contracts Department.</p> <p>You will also learn about: Best Contract Management Practices, Quality Assurance, Continuous Improvement, TQM and Benchmarking Methodologies – as applicable to the contracts and procurement departments.</p>
<p>CAA803-6 (pdf)</p> <p><b>Best Contract Management Practices</b></p> <p>Training Workshop leading to Certification as "Certified Contract Management Professional" (on passing written competency test)</p>	<p>In this program you will learn about the Current Best Practices in Contract Management including Protecting Your Project &amp; Your Organization, Successful Contracting Strategies, Latest Tools, Win-Win Negotiating Strategies, Quality Assurance, Implementing Improvement, Contract Analysis Rules, Design &amp; Benchmarking of Agreements, Different Contracting Arrangements, Contract Planning, Contract Monitoring, Organizational Contracting Procedures, Compliance Planning, and, Preparation, Evaluation and Negotiation of Claims for Delays, Cost Compensations and Variation Orders.</p>
<p>CAA804-6 (pdf)</p> <p><b>Higher Corporate Contract &amp; Project Legal Management Skills</b></p>	<p>Providing Essential Skills and Implementation Plans to prepared Contract &amp; Project Professional participants for Higher Management Roles. Program provides the participant : Understanding Contract &amp; Project Development Higher Management Role, Understanding and Developing Your Policy &amp; Objectives. Translating Organizational Strategic Objectives into Your Management Goals, Understanding Performance of Highly Rated Contracts &amp; Project Development Managers, Understanding the Process Approach to Management, Understanding Resistance to Change and Developing an Improvement Methodology that Overcome the Known Pitfalls to Change, Understanding and Implementing Minimum Good Management Practices for your Organization, Understanding the Concept &amp; Application of Best Practices, Investigating Best Practices to Apply in your Organization</p> <p>Building your Organization Specific Contracts &amp; Project Development Knowledgebase of : Best Practices &amp; Domain Knowledge, Coaching to Empower Juniors - an Important Skill for Leadership, Building your Leadership Legacy &amp; Action Plan Preparation for each Participant.</p>
<p>CAP742-6 (pdf)</p> <p><b>Art of Persuading Arbitrators, Judges, Boards &amp; Decision Makers</b></p> <ul style="list-style-type: none"> <li>• Step-by-Step Approach to Persuading the Decision Maker</li> <li>• Courts, Arbitrators, regulators &amp; Boards</li> </ul>	<p>This is a step-by-step approach for Making Your Case in Front of any Court, Arbitration or other Decision Making Body or Individual.</p> <p>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.</p> <p>Including, Understanding Human Aspects, Principles of Argumentation &amp; Persuasion, Legal or Regulatory Reasoning, Causation Analysis, Presentation &amp; Refuting, Mitigation Analysis &amp; Presentation, Damage or Loss Analysis &amp; Presentation, Brief Writing, Oral Arguments, Handling Questions, Step by Step Planning, Preparing &amp; Presenting of Your Persuasive Point of View, Work Shop: Step-by-Step Preparing Your Action Plan.</p>

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<p>CAQ309-6 (pdf)</p> <p><b>Contract Administration with Quality Assurance</b></p>	<p>You will learn about the Best Worldwide Practices in- Methodology, Planning, Tools and Technology Issues, Implementation Management</p> <p>The Program Includes-Issues in Contract Administration; The New Thinking: Win-Win; The Legal Environment for Businesses Unstated Obligations in Contracts; Rules for Contract Interpretation; Introduction to Various Standard Forms of Contracts; Rights, Obligations and Responsibilities of each of the parties to the Contract; Recommend the action and procedures to be followed for each of the Contract Provisions and Situations; A Provision by Provision Look at Contract Arrangements as to Risk for Foreseeable and Unforeseeable Occurrences; Contract Administration Issues in Design Professional and Engineering Contractor Contracts; Services Contracts; Supply Contracts; Sources of Information including the Internet; Contract Administration Technology Tools; Implementing Quality Assurance in Contract Administration; Administering your Project, Services or Supply Contracts is a major issue in most organizations - primarily because it impacts Costs, Impacts Timely Completion, effects Market Reputation and Causes Disputes Involving Management Time; The Legal Environment in which Businesses Operate; The New Thinking Tools for Productive Contract Administrators; 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 Project Delay and your Contractual Liability. Recommended Procedures; The Documentation to be Generated, including that for resolving usual disputes; Situations under which you should consult your Legal Advisers; Implementing Quality Assurance to the Contract Administration Job Function will be covered throughout the program.</p>
<p>CDP144-6 (pdf)</p> <p><b>Construction Litigation Specialized Knowledge Management &amp; Strengthening Your Construction Claim Through Discovery Processes</b></p>	<p>This is a step-by-step approach to Understanding and Implementing Discovery Processes to Strengthen Your Organization's Construction Claims or Counter Claims.</p> <p>This program is intended for Corporate Lawyers, Law Teams and Claims Professionals working for Clients, Contractors and Consultants.</p> <p>Including, The Opportunities, Case Studies: Silicon Valley, Taiwan, India, China, Ireland, Cambridge, Munich, Sophia Antipolis, Sweden..., Strategic Aspects, Models, The Regional Wealth Development Processes &amp; Projects, Incentives &amp; Regulatory Aspects, Leveraging Partnerships, Branding, Creating Competitive Advantage for Entrepreneurs, Entrepreneurs Checklist for Choosing the Right Growth Center, Step by Step Approach to Developing a Regional Wealth Center, Workshop: Preparing Your Action Plan.</p> <p>Claims Arising From Design Construction, Ideas to Include Enforceable Provision in Your Contracts, Checklists to Aid Getting Relevant Information from Project Staff, Ideas for Owner's Contractor's and Consultant'</p>
<p>CEP581-6 (pdf)</p> <p><b>Effective Contracts Administration &amp; drafting of EPC Contracts</b></p> <p>Providing Legal Engineering Management Audit Prospective</p>	<p>This program provides a comprehensive practical briefing on the issues and details of effective contract administration on EPC Contracts (Technical-Legal-Management-Audit-Finance).</p> <p>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 &amp; resources. He will get a winning prospective of the Legal-Technical-Audit-Planning-Management concerns enabling win-win decisions.</p>

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<p><b>CEW106-6 (pdf)</b> <b>Understanding Expert Witness Skills, Processes &amp; Evaluation Methods</b></p> <ul style="list-style-type: none"> <li>• Selecting the Best Expert Witnesses</li> <li>• Preparing for Expert Witness Profession</li> </ul>	<p>This is a step-by-step approach for Understand the Skill Sets required to Become an Expert Witness. It also covers Methods for Selection and Evaluating Expert Witnesses before Using Them. Including, Why Expert Witness?, Legal Aspect of Expert Witness Opinions, Human Persuasion Aspects, Credibility Issues, Pre-Opinion Study, Opinion Presentation, Answering Questions, Common Traps, Workshop: Your Action Plan</p>
<p><b>CLS349-6 (pdf)</b> <b>Legal Secretary Training</b></p> <ul style="list-style-type: none"> <li>• Assisting the Contracts &amp; Legal Professionals</li> <li>• Law Office Practices for Legal &amp; Para-Legal Staff</li> </ul> <p>On Projects &amp; Organizations</p>	<p>The Legal Business Environment; Contracts &amp; Legal Office Processes; Managing Contracts &amp; Legal Documents; Automation Tools for the Legal/Contracts Secretary; Preparing Contracts &amp; other Legal Instruments &amp; Documents; Handling and Preparing Legal Correspondence; Preparing Legal Presentation Materials; Collecting Information (Basic Legal Research); An Action Plan for Highly Professional Performance &amp; Recognition</p>
<p><b>CMQ406-6 (pdf)</b> <b>Quality Assured Contract Management</b></p>	<p>A Training Program for Contract Administration Professionals that shows you how to Build Excellence In Contract Management Function by utilizing Minimum Good Practices and Best Practices to invite, award and manage contracts effectively.</p>
<p><b>COS114-6 (pdf)</b> <b>Exculpatory Clauses- Interpretation Avoiding Liability Mitigation Negotiating</b></p>	<p>This is a step-by-step approach for –Understanding Your Contracts and Conditions to Realistically Understand its Likely Enforceability in Arbitration &amp; Courts. The program will help you protect your organization’s interests when dealing with one sided clauses incorporated in your own contract forms and those in Supplier, Contractor &amp; Consultant Contracts.</p> <p>The Program Includes- Understanding Agreements &amp; Contracts; Understanding Enforceability Issues; Understanding Claims; Proving Damage Claims; Exclusion Clauses; One Sided &amp; Unfair Clauses; Reasonableness Tests; Interpreting Methodology for One Sided Clauses; Administering &amp; Managing Positions Based to One Sided Clauses at different Contract Phases- During Contract Negotiations, During Contract Administration, During Dispute Settlement Negotiations, During Arbitration &amp; Litigation; Program Recommendations: Dealing with Exculpatory Clauses. (Workshop); Preparing Your Action Plan. (Workshop)</p>
<p><b>COS116-6 (pdf)</b> <b>Understanding Interpreting &amp; Arguing... One Sided Clauses &amp; Unfair Contract Terms</b></p> <ul style="list-style-type: none"> <li>• Business &amp; Consumer contracts</li> <li>• Construction &amp; Major Supply Contracts</li> </ul>	<p>This is a step-by-step approach for Understanding Your Contracts and Conditions to Realistically Understand its Likely Enforceability in Arbitration &amp; Courts.</p> <p>The program will help you deal with one sided clauses incorporated in your own contract forms and those in Supplier, Contractor &amp; Consultant Contracts.</p> <p>Including, Understanding Agreements &amp; Contracts, Understanding Enforceability Issues, Understanding Damage Claims, Exclusion Clauses, One Sided Unfair Clauses, Reasonableness Tests, Analyzing &amp; Presenting One Sided Clause based Positions, Workshop: Your Action Plan</p>

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<p><b>CPD800-6 (pdf)</b> <b>Punitive Damages-Avoidance-Mitigation-Defending</b></p>	<p>This program provides a comprehensive practical briefing on the issues and details of effectively minimizing organizational exposure to possible Punitive Damages.</p> <p>The program will provide a unique understanding of the multidiscipline issues involved: Technical-Legal-Management-Public Audit-Finance-Risk Management.</p> <p>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 <b>throughout the organization's processes.</b></p> <p>Understanding the Underlying Legal Principles; 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 - 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 for your Organization's Punitive Damage Risk Reduction Strategies; Your Personalized Action Plan</p>
<p><b>CPL408-6 (pdf)</b> Professional Liability Training Program <b>Claim Preparation, Analysis, Claims Avoidance, Management &amp; Negotiations</b></p> <ul style="list-style-type: none"> <li>• Consultants</li> <li>• Advisors</li> <li>• Designers</li> <li>• Architects</li> </ul>	<p>This program provides you know how on the Responsibilities and Liabilities of Consultants &amp; Designers and other professionals and to prepare Claims Against them and as a professional how to Defend against Claims (including preventive measures).. It show you: The Nature of Professional Liability; Professional Liability Common Disputes; Professional Laws and Regulations; Liability, Causation &amp; Damages in Professional Liability Claims; 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; Your Action Plan.</p>
<p><b>CPP305-6 (pdf)</b> <b>Claim &amp; Counter-Claim Management</b> (Training Program &amp; Workshop) Including Negotiating Win-Win Settlement</p>	<p>Claims and Disputes 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 documentation, analysis, presentation and negotiation process in your organization. Preparation for negotiations must essentially follow the same analysis and presentation 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.</p> <p>This Program Workshop can Save Your Organization Substantial Sums which would have been paid as Claims, Delays and Consultant Fees.</p> <p>The Claimant has the burden of proving the Liability, the Causation and the Mitigated Damage this is not possible without understanding the Planning &amp; Managing aspects of a project. Other understanding must include: double charging and alternate calculation methods available and their legal acceptability as a reasonable proof.</p>
<p><b>CRC333-6 (pdf)</b> <b>Legal Secretary Training</b></p> <ul style="list-style-type: none"> <li>• Assisting the Contracts &amp; Legal Professionals</li> <li>• Law Office Practices for Legal &amp; Para-Legal Staff</li> </ul> <p>On Projects &amp; Organizations</p>	<p>This program provides the Contracts or Legal Secretary the full set of tools he/she will need to provide exceptional support to the Contracts Engineer/Manager/Lawyer. The program covers: The Legal Business Environment; Contracts &amp; Legal Office Processes; Managing Contracts &amp; Legal Documents; Automation Tools for the Legal/Contracts Secretary; Preparing Contracts &amp; other Legal Instruments &amp; Documents; Handling and Preparing Legal Correspondence; Preparing Legal Presentation Materials; Collecting Information (Basic Legal Research); An Action Plan for Highly Professional Performance &amp; Recognition.</p>

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<p><b>DRF303-6 (pdf)</b>  <b>Workshop Drafting Enforceable Contracts Conditions</b>                      Ensuring Enforceability, Desired Performance Effective Risk Transfer.                      Now with Provisions that Ensure you may Never go to Litigation!!</p>	<p>This program includes a one week workshop that will give you hands on experience to draft effective contracts – avoiding unnecessary disputes, unenforceable conditions, inflated bids, productivity loss and claim administration &amp; settlement costs.</p> <p>Risk reduction by planned risk transfer is the single most important purpose of this program workshop. To achieve this the program shows how to optimize and integrate Law, Methods, Engineering Practice and Technology into your contracts. This program and workshop is intended for all those professionals who draft contracts or provide inputs in drafted conditions - they may be from Projects, Services, Procurement, Legal, Contracts and Audit.</p> <p>An Eye opening experience assured even for long experienced professionals.</p>
<p><b>DRF307-6 (pdf)</b>  <b>Drafting and Negotiating International Commercial Contracts</b></p>	<p>This program will provide you the skills to Draft International Commercial Contracts and to Successfully Negotiate them Protecting your Organizations Strategic Interests.</p> <p>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.</p> <p>Negotiating the Contract issues will cover Strategies, Quantified Evaluation of Concessions, Win-Win and Non-Zero Negotiating Strategies.</p>
<p><b>FID305-6 (pdf)</b>  <b>FIDIC Condition of Contract - Benchmarking and Drafting Contract &amp; Conditions</b></p>	<p>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.</p> <p>At the end of the program you will be able to Benchmark and Draft your own Contract Conditions against these Industry Standards. Participants will spend 2 days on hands-on benchmarking/ preparing contract conditions to suite their own projects.</p> <p>In this program you can choose to work on any one of following workshops: Civil Project, Mechanical, Electrical or Oil Industry Projects, Turnkey Contracts, Labour Supply or Service Contract.</p>
<p><b>PE314-6 (pdf)</b>  <b>English for Contracts Professionals</b></p>	<p>This program is oriented towards the contracts professionals whose first language is not English and who need to communicate in English with other professionals.</p> <p>Participants will use many propitiatory tools and techniques to understand the language.</p> <p><b>The Program Includes-First 2 Weeks-</b>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; <b>Second 2 Weeks-</b> Practicing clear handwriting methods; contracts business situations; Writing short informative phrases; Writing emails and memos; Writing professional letters; Writing and editing contracts reports</p>
<p><b>PPP400-6 (pdf)</b>  <b>Management of Public Private Partnership Projects Avoiding Usual Mistakes</b></p> <ul style="list-style-type: none"> <li>• Green Field and Brown Field Projects</li> <li>• Privatization of State Run Organizations</li> <li>• Expanding Social Services</li> <li>• Catalyst for Investment</li> <li>• Expanding social Services</li> <li>• Developing infrastructure</li> <li>• Improving Services</li> </ul>	<p>This program will help Professionals &amp; Managers entrusted with Privatization Project - Visualizing, Feasibility Analysis, Formulating Project, Strategy Development, Proposal Preparation &amp; Evaluation, Agreement Terms, Implementation and Management.</p> <p>The program provides a clear understanding of the Issues at each stage and the good and best practices to be followed.</p> <p>Program will follow the step-by-step approach to analyzing and implementing Effective Public Private Partnership Projects.</p> <p>Including, Understanding the Logic of PPP, Public Partnership Projects - the Happy Stories, Public Private Projects – Disasters, The Legal &amp; Regulatory Issues, The Political &amp; Social Issues, Economic Aspects &amp; Project Attractiveness Issues, Visualizing PPP Projects, Feasibility Analysis of PPP Proposals, Formulating PPP Projects, PPP Strategy Development, PPP Project Proposal Preparation &amp; Evaluation, Bid Processes and Transaction Documents, PPP Concession Agreements and Detailed Arrangements, Implementation &amp; Administration of PPP Project, Management of Ongoing PPP Project, Your Action Plan</p>

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Click on Program Title to See Brochure	Program Summary
<p><b>PPP402-6 (pdf)</b>  <b>Management of Public Private Partnership Brown Field Projects of State Run Organizations</b></p> <ul style="list-style-type: none"> <li>• Improving Services</li> <li>• Catalyst for Investments</li> <li>• Technological Upgradation</li> <li>• Expanding Social Services</li> <li>• Developing Infrastructure</li> </ul>	<p>This program is oriented towards Professionals &amp; Managers entrusted with Privatization Project - Visualizing, Feasibility Analysis, Formulating Project, Strategy Development, Proposal Preparation &amp; Evaluation, Agreement Terms, Implementation and Management. The program provides a clear understanding of the Issues at each stage and the good and best practices to be followed. Program will follow the process approach - so you can directly implement in your work what is discussed and check-listed during the program. Including, Understanding the Logic of PPP, Public Partnership Projects - the Happy Stories, Public Private Projects – Disasters, The Legal &amp; Regulatory Issues, The Political &amp; Social Issues, Economic Aspects &amp; Project Attractiveness Issues, Visualizing PPP Projects, Feasibility Analysis of PPP Proposals, Formulating PPP Projects, PPP Strategy Development, PPP Project Proposal Preparation &amp; Evaluation, Bid Processes and Transaction Documents, PPP Concession Agreements and Detailed Arrangements, Implementation &amp; Administration of PPP Project, Management of Ongoing PPP Project, Your Action Plan</p>
<p><b>QKM817-6 (pdf)</b>  <b>Effectively Implementing Contracts &amp; Legal Knowledge Management System</b></p> <ul style="list-style-type: none"> <li>• Document Your Contracts &amp; Legal Knowledge</li> <li>• Increase Productivity of Your Department</li> <li>• Prevent Loss of Knowledge When Your Experienced Employees Leave</li> <li>• Create Resources for Rapid Training of Your Staff</li> <li>• Use Past Experience to Make Better Decisions</li> </ul>	<p>Simplest Definition of Knowledge is “Reusable Work Products”. Knowledge includes the Experience of Worldwide Contracts &amp; Legal Organizations, Your Organization, Contracts &amp; 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 &amp; 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. Including, Understanding What is Contracts &amp; legal Knowledge, What difference Knowledge will make to your Contracts &amp; Legal Business Unit Performance, Identifying Contracts &amp; Legal Knowledge for your organization, Collecting Contracts &amp; Legal Knowledge, Communicating Contracts &amp; Legal Knowledge throughout your organization., Making Knowledge Available in Easy Reusable Form, Monitoring the Contracts &amp; Legal Knowledgebase, Continuous System for Updating your Contracts &amp; Legal Knowledgebase, Knowledge Management Team System, Using IT Technology for Knowledge Management System, Legal &amp; Contractual Issues in Knowledge Management System, Intellectual Property Issues in Knowledge Management System, Security &amp; Confidentiality Aspects of Knowledge Management System, Human &amp; Motivational Aspects of Knowledge Management Success, Workshop: Prepare Implantation Plan for Your Contracts &amp; Legal Knowledge Management System.</p>
<p><b>TEL444-6 (pdf)</b>  <b>Management of Advanced Technology Purchase Project Contracts</b>                      (Including Telecommunication Contracts)</p>	<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. Program coverage includes Licensor, Patent, Software and Telecommunication Contracts. Extensive benchmarking checklists are developed and are provided to the participants.</p>
<p><b>TEL445-6 (pdf)</b>  <b>Contracts for Buying and Selling Technology</b>                      (Licensor Contracts)</p>	<p>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.</p>

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