



Arabian Institute For Training

Contract Management from Principles to Action

INTRODUCTION

- This Contract Management training seminar entitled Contract Management from Principles to Action has been specifically designed to develop the competency of contract management personnel in all sectors and industries by equipping them with the knowledge, skills and understanding to achieve contract management excellence in their field.
- On this training seminar, you will learn about contract management techniques and principles to identify contract and project risks, solve contractual issues and problems, communicate effectively with stakeholders and other departments and develop your contract management skills. This Contract Management training seminar is essential development for all contract management professionals or those individuals involving in any contractual scenario.

This training seminar will feature:

- Understanding the Importance of Contract Management
- Analyzing Contractual Risks and Problems and Providing Effective Solutions
- Controlling Contract Management Negotiations
- Classifying Contract Types
- Methods in Achieving Optimal Contract Management
- Developing Contracts

OBJECTIVES

By the end of this training course, participants will be able to:

- Understand the important role and responsibilities of a contract professional
 - Determine effective problem solving of complex contractual scenarios
 - Risk identification and analysis of the contract
 - Apply effective contract management techniques to improve contract performance
 - Examine the optimal choice of contract structure
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TRAINING METHODOLOGY

- This Contract Management training seminar will utilise a variety of proven highly interactive adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes facilitated group and individual exercises, case studies and role-play. The instructor will also facilitate learning by encouraging the delegates to test and critically appraise any theories and concepts on the training seminar.

ORGANISATIONAL IMPACT

Impact on the organisation from delegates attending this training seminar includes:

- Create a conscious understanding of contracting policy and implementation
- Enhance a wide range of skills and competencies in contract negotiation, risk management and dispute resolution
- Improve results from real world training for business
- Identify new techniques in recognition and strategy that are essential in addressing modern business dilemmas
- Develop and convincingly submit proactive plans among teams, project management, departments, and at Board level
- Promote reactive effective strategies to deal with contract problems as they arise

PERSONAL IMPACT

Attendance at the training seminar will result in individuals being better able to:

- Implement a wide range of strategic planning techniques in the learning and development of contract negotiation, drafting, implementation and management issues
 - Use enhanced business skills
 - Improve their ability to make strategic decision-making in a critical part of commercial activity
 - Demonstrate how using contract principles in risk management and responsive action can be seen as an important corporate investment
 - Use different techniques and approaches for working effectively through dispute resolution strategies
 - Apply new skills effectively in the workplace, gaining skills and knowledge few possess
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WHO SHOULD ATTEND?

This course is suitable to a wide range of professionals but will greatly benefit the following individuals:

- Contract Professionals
- Contract Administrators
- Projects & Process Engineers / Managers
- Contract Engineers

Course Outline

Understanding Contract Management Principles

- Contract Formation
- Identifying Contractual Risk
- Assessing Contractual Risk
- Contract Risk Responses
- General Terms and Conditions

Drafting Contracts

- Traditional Contract Structures
- Collaboration
- Innovative Contract Structures
- Structuring Payments
- Contract Workshop

Mastering Contracts Management Principles

- Assessing Liability Issues
- Understanding Force Majeure
- Examining the Effect of Variations on Time
- Examining the Effect of Variations on Cost
- Exploring Liquidated Damages

Contract Management in Action

- Mastering Resolving Contract Issues
 - Understanding the Contract Position
 - Dealing with the Practical Consequences
 - Learning How to Become an Effective Contract Negotiator
 - Exploring How to Deal with Difficult Contract Situations
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Dealing with Contractual Disputes

- How Disputes can arise?
- Understand the Effects of Termination
- Exploring How to Deal with Disputes
- Traditional Dispute Resolution
- Modern Dispute Resolution



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