

**Training Title:**

**CONTRACT ADMINISTRATION**

**Training Duration**

5 days

**Training Dates & Venue**

REF					
CM031	Contract Administration	5	25-29 August, 2019	\$5,750	Amsterdam

In any of 5 star hotel. Exact venue will be informed once finalized.

**Training Fees**

- 5,750 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

Language: English

**TRAINING OVERVIEW**

**TRAINING DESCRIPTION**

Good contract administration is required to manage design specification, contractual agreement, competitive tendering, evaluation, cost control, variations, final accounts, claims and even disputes, this will eventually helps to reduce construction / project costs. Poor management in any of these aspects would lead to unnecessary claims and disputes and eventually higher construction / Project costs.

**TRAINING OBJECTIVES**

At the end of the course, the participant should be able to:-

- a) develop in-depth knowledge of contract administration for Conventional and design & building contracts
- b) examine contract administration in different phases of the project delivery process
- c) explore alternative contract claims and dispute resolution.

Also, it is aimed at achieving the other objectives given below:

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- Apply effective contracting strategies and techniques to maximize results and minimize risk
- Manage an effective contract life cycle
- Identify strategies and tactics to select the most qualified vendors
- Orchestrate the negotiation process for "win-win" outcomes
- Employ best practices for contract administration and execution
- Ensure delivery of intended objectives and successful contract closure

#### **TRAINING METHODOLOGY:**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

#### **WHO SHOULD ATTEND?**

Contract Administration Programme is meant for Managers, Supervisors and Engineers who occupy contract administration and decision making positions

#### **BENEFITS OF ATTENDING THE TRAINING**

As contracts continue to be the foundation of business relationships, organizations need to implement effective contract management practices to avoid risk and achieve optimal outcomes. This course provides you with the knowledge and skills to successfully manage and execute the contracting process. Throughout the course, you learn how to implement the contract life cycle and avoid common pitfalls.

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

#### **COURSE OUTLINE**

- Administration of design stage

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- Design brief, preparation of specification, contractual agreements and managing design consultants
  - Administration of tendering stage
- Competitive tendering, evaluation and award of tender
  - Administration of construction stage
- Contract management, variations & final accounts and cost control & reports
  - Contract claims and dispute resolution
  - Case studies on conventional and design and build contracts

**NOTE:**

**Pre & Post Tests will be conducted**

**Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.**

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