



**MAESTRO**  
CONSULTANTS

# **MASTERING CONTRACT MANAGEMENT**

## **COURSE OUTLINE 2024**

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**TRAINING TITLE**

MASTERING CONTRACT MANAGEMENT

**VENUE**

Dubai, UAE

**DURATION**

5 Days

**DATES**

26 - 30 August 2024

**PRICE**

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet.

**TRAINING INTRODUCTION**

The contract is at the core of all commercial transactions and contracts management is a core competency of all successful organisations. The very best organisations in the world understand the benefits of increased profits and higher productivity resulting from mastering best practices in contract management.

Mastering Contracts Management training course provides you with the best and most innovative tools and techniques for managing contracts and negotiating contractual issues.

**TRAINING OBJECTIVES**

**Upon successful completion of this course, the delegates will be able to:**

- Developing negotiation skill sets to achieve the organisation's objectives
- Discussing important aspects of price and cost analysis
- Analysing the various pricing models used in preparing proposals
- Differentiating contract types and how they transfer risk
- Explaining how to deal with volatile materials pricing
- Enhancing contract performance
- 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

## **TRAINING AUDIENCE**

- Contracts and Contract Administration Professionals
- Tendering and Purchasing Professionals
- Engineering, Operational and Maintenance Professionals
- Project Managers
- Finance Personnel

## **TRAINING OUTLINE**

- Good Contracting and Procurement Practice
- Contract Types and Structures
- Contractor Selection
- Contract Development
- Terms and Conditions
- Negotiating Contractual Issues
- Performance Based Contracting
- Contract Administration
- Contract Disputes
- Termination

### **DAY 1**

#### ***Understanding Contract Management Principles***

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

### **DAY 2**

#### ***Drafting Contracts***

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

### **DAY 3**

#### ***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

#### **DAY 4**

##### ***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

#### **DAY 5**

##### ***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

#### **TRAINING CERTIFICATE**

**MAESTRO CONSULTANTS** Certificate of Completion for delegates who attend and complete the training course

#### **METHODOLOGY**

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.