



MAESTRO
CONSULTANTS

**CONTRACT
ADMINISTRATION
UNDERSTANDING &
IMPLEMENTING
CONTRACTUAL OBLIGAT**

COURSE OUTLINE 2020

Contact Us On :

Tel : +971 7 2042072 |

Email: training@maestrouae.net

Website: www.maestrouae.net

TRAINING TITLE

CONTRACT ADMINISTRATION: UNDERSTANDING & IMPLEMENTING CONTRACTUAL OBLIGAT

VENUE

Dubai, UAE

DURATION

5 Days

DATES

12 - 16 January 2020

PRICE

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet daily.

TRAINING INTRODUCTION

This “contract administration training program” focuses on assisting participants achieve a holistic know-how of Contract Administration. The program will help them gain abilities to implement contractual obligations. Participants will be equipped with all the tools and techniques they need to become a better manager in this work area and to be able to bring the best out of their team using the skills and knowledge provided in this program. The managers will also be able to ensure improved overall results in the organization for a successful tomorrow.

TRAINING OBJECTIVES

This training program has been planned out keeping in mind both the traditional and up to the minute trends and requirements of the given field. This makes the course an ideal learning opportunity for all of its participants. Please make a note that a custom proposal can also be acquired, if you have different training requirements for your team..

TRAINING AUDIENCE

This course is for professionals who are in any way involved with implementing, managing or administering contracts. It is also for those involved in any step of contract preparation and award in order as the course will help them understand how critical a well-prepared contract is.

COURSE OUTLINE

Module-I

Principles of Contracts

Objectives and Definitions

Contract Framework

Elements of a Contract

Difficulties Encountered in Contract Administration

Contract Administration Major Steps

Competencies of Contract Administrators

Contract Administration Tools

Key Principles

Knowing Your Contract

Contract Provisions Affecting Implementation

Tools and Techniques for Contract Administration

Information Needed for Administering a Contract

Module-II

Records and Documentations

Roles and Responsibilities of Contract Administrators

Competencies for Contract Professionals

Developing Schedule and Cost Plans

Developing Milestones Charts

Contractor Evaluation

- On-Going Assessments
- Evaluating Contractor's Performance
- Managing Contracts in Progress
- Performance Reporting
- Status and Progress Reporting

Module-III

- Performance Indicator
- Claims and Disputes
- Breach of Contract
- Types of Damages
- Remedies
- Force Majeure
- Changes and Variation Orders
- Claims and Extensions
- Contract Closeout Lessons Learned: How, Who, Where and When
- Disputes

Module-IV

- Alternative Dispute Resolution:
- Negotiation
- Mediation
- Conciliation
- Arbitration
- Contract Termination
- Termination for Default
- Termination for Convenience
- Partnership with Contractor
- Strategic Alliance
- Objectives of Partnership
- Elements of Partnerships
- Module-V
- Advantages and Disadvantages
- Negotiation
- Planning Negotiation
- Trading Concessions
- Communication
- Negotiation Preparation
- Negotiation Guidelines

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.