



MAESTRO
CONSULTANTS

**CONTRACT MANAGEMENT,
PLANNING, NEGOTIATIONS,
DISPUTES, CLAIMS, RISKS**

COURSE OUTLINE 2025

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TRAINING TITLE

CONTRACT MANAGEMENT, PLANNING, NEGOTIATIONS, DISPUTES, CLAIMS, RISKS

VENUE

DUBAI, UAE

DURATION

5 Days

DATES

17-21 November 2025

PRICE

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

TRAINING INTRODUCTION

This comprehensive course provides participants with a solid understanding of the full contract lifecycle—from initial planning and negotiation through to contract execution, dispute resolution, claims management, and risk mitigation. It is designed for professionals involved in managing contracts in industries such as construction, oil & gas, engineering, procurement, and services. The course blends theory with practical tools, templates, and real-life examples to build competence in managing complex contractual issues effectively and strategically.

TRAINING OBJECTIVES

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

- Understand the complete contract lifecycle and the role of contract planning.
- Develop clear and enforceable contracts aligned with business goals.
- Apply effective negotiation techniques to reach mutually beneficial agreements.
- Identify potential risks and plan mitigation strategies.
- Manage contract performance and monitor compliance.
- Resolve disputes professionally and handle claims effectively.
- Ensure legal and ethical standards are upheld throughout the contract process.

TRAINING AUDIENCE

- Contract Managers and Administrators
- Project Managers and Engineers
- Procurement and Supply Chain Professionals
- Legal Advisors and Risk Officers
- Business Development and Commercial Managers
- Operations and Finance Managers involved in contract oversight

TRAINING OUTLINE

Day 1: Contract Planning and Lifecycle

- **Module 1: Introduction to Contract Management**
 - Key phases of the contract lifecycle
 - Stakeholders and their roles in contract success
- **Module 2: Contract Planning**
 - Scope definition, budgeting, and scheduling
 - Pre-award planning and procurement alignment
- **Module 3: Types of Contracts**
 - Fixed price, cost-plus, unit rate, and hybrid contracts
 - Choosing the right contract type for your project

Day 2: Effective Contract Drafting and Negotiation

- **Module 4: Essential Contract Elements**
 - Terms, conditions, deliverables, warranties, and indemnities
 - Avoiding ambiguities and loopholes
- **Module 5: Contract Negotiation Skills**
 - Planning and conducting negotiations
 - Techniques for win-win outcomes
 - Handling high-pressure or cross-cultural negotiations
- **Module 6: Ethics and Legal Considerations**
 - Governing law, jurisdiction, force majeure
 - Ethical behavior and anti-corruption measures

Day 3: Contract Performance and Monitoring

- **Module 7: Contract Execution and Administration**
 - Mobilization, kick-off meetings, and onboarding
 - Document control and version tracking
- **Module 8: Monitoring Performance and KPIs**
 - Measuring contractor performance
 - Managing deliverables, timelines, and payment schedules
- **Module 9: Change Management and Amendments**
 - Variations, change orders, and contract addenda
 - Managing scope creep and price adjustments

Day 4: Claims and Dispute Resolution

- **Module 10: Contractual Claims Management**
 - Identifying and documenting claims
 - Delay claims, extension of time, and cost escalation
 - Claim prevention strategies
- **Module 11: Dispute Resolution Mechanisms**
 - Negotiation, mediation, arbitration, litigation
 - Drafting effective dispute resolution clauses
- **Module 12: Case Studies in Claims and Disputes**
 - Review of real-world claims
 - Lessons learned and best practices

Day 5: Risk Management and Final Review

- **Module 13: Contract Risk Identification and Analysis**
 - Legal, financial, and operational risks
 - Tools for risk assessment (RACI, risk matrix)
- **Module 14: Mitigating and Managing Risks**
 - Insurance, performance bonds, liquidated damages
 - Contingency planning and risk allocation

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.