



MAESTRO
CONSULTANTS

CONTRACT ADMINISTRATION

COURSE OUTLINE 2020

Contact Us On :

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TRAINING TITLE

CONTRACT ADMINISTRATION

VENUE

Dubai, UAE

DURATION

5 Days

DATES

08 - 12 March 2020

PRICE

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

TRAINING INTRODUCTION

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 help 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

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

- ✓ Develop in-depth knowledge of contract administration for Conventional and design & building contracts
- ✓ Examine contract administration in different phases of the project delivery process
- ✓ Explore alternative contract claims and dispute resolution.
- ✓ 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 AUDIENCE

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

COURSE OUTLINE

Administration of design stage

- 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

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.