

Course Name: Contract Excellence for Non-Legal Professionals

Reference Code: Co Ma103

About the course:

This training course will feature:

Analysing contracting techniques

How contracting negotiation skills can be developed

Exploring innovative contracting strategies

How contracts can effectively allocate and manage risk

Examination of specific contract clauses

Course Objective:

- Recognise the appropriate contracting strategy to adopt
- Show how contracting techniques can be used in different situations
- Improve the ability of managers to analyse contracts
- Illustrate some of the pitfalls that exist within contracting
- Control contract negotiations more effectively

Who Should attend?.

- Engineers
- Project or Construction professionals
- Tenders, Contracts, Buyers, Purchasing, Financial personnel
- Those from a Project Management or General Management background
- Those new to the function or preparing for a major project or contract

Kingdom of Saudi Arabia

101 Business Tower, 8th Floor
Al Jubail 35513, Bldg# 9278 ,KSA
Tel.: +966 13 361 5552

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Khobar Gate Tower
King Fahad Street , Khobar 31952
Tel.: 00966133308334

Course Methodology:

This training course is designed to be a hands-on, stimulating experience. The training course is highly interactive with many discussion and practice sessions.

- ☐ Relevant computer simulations and videos .
- ☐ Copies of all presentation material.
- ☐ Variety of Learning Methods.
- ☐ Pre-test and final test.
- ☐ Case Study
- ☐ Training Groups.
- ☐ Presentation.
- ☐ Lectures

Course Outline:

Day One: The Basis of Contracting

- Why we use contracts
- Legal requirements for a valid contract
- Oral contracts
- Electronic contracts
- Terms and conditions of the contract
- Authority to contract

Day Two: Risk and Different Contracting Types

- How to assess and manage risk
- Traditional contract types
- Modern contract types

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- Bonds and Guarantees
- Letters of Intent
- Which Law?

Day Three: Major Contract Terms

- Obligation to perform
- Defective goods
- Liability issues
- Indemnities and Insurance
- Intellectual property
- Force Majeure

Day Four: Changes and Variations, Payment and Close-out Issues

- Changes and Variations
- Payment issues
- Letters of Credit
- Warranty claims
- Suspension and Termination
- Contractual issues on close out

Day Five: Negotiation, Avoidance and Resolution of Disputes

- Negotiation, compromise and settlement
- Litigation
- Arbitration
- Mediation
- Expert Determination
- Dispute Review Boards

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Time: 08:00 AM -03:00 PM Numbers of hours: 35 Hours

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