

Course Name: Contracts Management Specialist

Reference Code: Co Ma104

About the course:

This course will feature:

- The differences in approach between different legal and contracting systems
- Risk allocation in contract management and dispute resolution in contractual disputes
- Contracting in an international context
- Protecting your company's interests
- An understanding of contracting in the English language

Course Objective:

- Improve their understanding of the role of contracts within a business
- Develop more confidence in dealing with contracting issues
- Understand how strategies can be developed to improve the commercial outcomes
- Apply the latest international thinking in dispute resolution
- Increase awareness of the use of contracts in everyday business life

Who Should attend?.

This course is suitable to a wide range of contracts professionals but will greatly benefit:

- Contract Administrators, Contract Professionals and Project Coordinators
- Specifiers, Buyers, Purchasing Professionals and Procurement Officers
- Contracts managers
- Project managers
- Engineers or contracts operatives

Kingdom of Saudi Arabia

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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: What are Contracts and how are they Created?

- The need for contractual relationships
- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable – with particular emphasis on the international context

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Day Two: The Structure of Contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures
- Traditional and new
- Risk and Title (ownership) in international trade. When does it transfer?
- Notices and other formalities
- Which law and which courts?

Day Three: Collateral Documents

- Securitising performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort or awareness
- Insurance policies
- Assessing the need for financial security

Day Four: Change and Variation

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims – what they are and how they arise
- Delay and disruption
- Force majeure
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Day Five: Resolving Disputes

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and new best practices in dispute resolution and management
- Final questions and review of course

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

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