



PM157:

Contract Administration: *Understanding and Implementing Contractual Obligations*

Training Description:

This intensive course provides the participants with the knowledge, concepts, skills and tools necessary to manage and administer contracts post award. Participants in this course will learn all the processes and activities required to implement contractual obligations. The training will also cover contract administration best practices.

Target Competencies:

- Contract administration
- Change management
- Managing contractors
- Managing claims and disputes
- Resolving disputes
- Partnership with contractors

Training Objectives:

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

- ✓ Outline the major activities and steps of contract administration
- ✓ Identify administration tools that are used during the implementation as well as the role of the contract administrator
- ✓ Create a system to evaluate contractors and determine their strengths and weaknesses
- ✓ Explain the different types of variation orders, claims and damages
- ✓ Demonstrate the importance of partnership in contract administration
- ✓ Prepare for negotiating contract variations and claims in order to reach a satisfactory settlement

Training Designed for:

This course is intended for those who are involved in any aspect of implementing, managing or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ Principles of Contracts
 - Objectives and definitions
 - Contract framework



- Purposes of contract administration
- Elements of a contract
- Difficulties encountered in contract administration
- Contract administration major steps
- Competencies of contract administrators

DAY TWO:

❖ Contract Administration Tools

- Key principles
- Knowing your contract
- Contract provisions affecting implementation
- Tools and techniques for contract administration
 - Dissection technique
 - Issues and risks logs
 - Records management system
 - Contract change control system
 - Roles and responsibilities
 - Performance reporting
 - Developing schedule plans
 - Risk management plans
 - Lessons learned

DAY THREE:

❖ Contractor Evaluation

- Evaluating contractor's performance
- Contractor's ratings
- Key performance indicators
- Targets and benchmarks

❖ Claims and disputes

- Changes and variation orders
- Claims and disputes
- Breach of contract
- Money damages
- Equitable remedies
- Alternative dispute resolution (mediation and arbitration)
- Contract termination
- Contract closeout

DAY FOUR:

❖ Partnership with contractor

- Partnering definition
- Features of partnership
- Strategic alliance
- Elements of partnership
- Partnering issues

DAY FIVE:

- ❖ **Negotiation**
 - Negotiation preparation
 - Negotiation objectives
 - Negotiation guidelines
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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