



PM241: Commercial Contract Management

Training Description:

This intensive training course covers the fundamentals of contracts and contract law within the procurement function; the various forms of contracts used within the organization comprising of maintenance contracts, consultancy contracts, manpower contracts etc., the contracts of each as well as their legislative requirements; the standard set of conditions and the use of key contracting terms; the potential risks relating to the formation of the different forms of contracts and how best to address them; and the cycle of approvals necessary for each form of contract within the organization.

During this interactive course, participants will learn the rights and obligations under the contract; the links between risk and reward for the contractor; transferring of title and risk through use of INCOTERMS; the need for insurance and indemnities; the delays, suspensions, delivery, acceptance and remedies for failure to perform; the frustration of a contract, rights to terminate, warranty and guarantee periods for latent design effect; and the entire agreement and waiver.

Training Objectives:

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

- ✓ Apply and gain an in-depth knowledge on developing commercial contracts
- ✓ Demonstrate increased awareness of the fundamentals of contracts and contract law within the procurement function
- ✓ Differentiate between the various forms of contracts used within the organization (e.g. maintenance contracts, consultancy contracts, manpower contracts etc.), the contracts of each as well as their legislative requirements
- ✓ Outline and prepare a standard set of conditions and explain the use of key contracting terms
- ✓ Appreciate the potential risks relating to the formation of the different forms of contracts and how best to address them
- ✓ Define the cycle of approvals necessary for each form of contract within the organization
- ✓ Discuss the rights and obligations under the contract as well as the links between risk and reward for the contractor
- ✓ Transfer title and risk through use of INCOTERMS and emphasize the need for insurance and indemnities
- ✓ Identify delays, suspensions, delivery, acceptance and remedies for failure to perform
- ✓ Analyze frustration of a contract, rights to terminate, warranty and guarantee periods for latent design effect as well as the entire agreement and waiver

Training Designed for:

This course is intended for engineers and supervisors involved in procurement and contracts management.

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
- ❖ Fundamentals of Contracts
- ❖ Contract Law Within the Procurement Function
- ❖ Various Forms of Contracts
- ❖ Maintenance Contracts
- ❖ Consultancy Contracts
- ❖ Recap

DAY TWO:

- ❖ Manpower Contracts
- ❖ Contract Clauses & Contents
- ❖ Legislative Requirements
- ❖ Outline & Prepare a Standard Set of Conditions
- ❖ Explain the Use of Key Contracting Terms
- ❖ Recap

DAY THREE:

- ❖ Rights & Obligations under the Contract
- ❖ Links between Risk & Reward for the Contractor
- ❖ Transfer of Title and Risk-Use of INCOTERMS
- ❖ The Need for Insurance and Indemnities
- ❖ Delays & Suspensions
- ❖ Recap

DAY FOUR:

- ❖ Delivery & Acceptance
- ❖ Remedies for Failure to Perform
- ❖ Frustration of a Contract
- ❖ Rights to Terminate
- ❖ Warranty and Guarantee Periods-Latent Design Defect
- ❖ Recap

DAY FIVE:

- ❖ Entire Agreement & Waiver
- ❖ Potential Risks Relating to the Formation of the Different Forms of Contracts & How to Address Them
- ❖ Cycle of Approvals Necessary for Each Form of Contract Within the Organization
- ❖ Tender & Contract Check List
- ❖ Course Conclusion
- ❖ POST-TEST 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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