



*Training Course:  
Understanding and Implementing Contractual  
Obligations*

*25 November - 6 December 2024  
London (UK)  
Landmark Office Space - Oxford Street*

# Training Course: Understanding and Implementing Contractual Obligations

Training Course code: PC4055 From: 25 November - 6 December 2024 Venue: London (UK) - Landmark Office Space - Oxford Street Training Course Fees: 8400 € Euro

## Program Objectives:

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

- Identify administration tools and the roles of the contract administrator.
- Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts.
- Understand the importance of knowing contractual terms and conditions.
- Review techniques for solving problems as well as partnering with contractors.
- Discuss ways of using lessons learned.
- Identify Alternative Dispute Resolution ADR and ways to resolve claims.

## This Program is designed for:

All those involved in any aspect of implementing, managing or administering contracts; also those involved in any step of contract preparation and award for them to realize the importance of a well prepared contract.

## Program Outline:

### Principles of Contracts

- Definitions
- Legal and Business Considerations
- Difficulties

### Administration Tools

- Roles
- Issues
- Checklists
- Calendars
- Documents

### Contractual Provisions Affecting Implementation

- General Terms and Conditions
- Exceptions to Terms
- Special Terms and Conditions

### Management of Contracts in Progress

- Avoiding Problems: Importance of Communication

### Risk Allocation

- Hold Harmless Clauses
- Types of Damages
- Limitation of Liability

### Contract Administration

- Partnering
- Problem-Solving versus Confrontation
- Contract Interpretation

### Claims and Change Orders

- Legitimate and Not-So-Legitimate Claims
- Variation and Change Orders

### Lessons Learned

- How, Who, Where and When

### Dispute Resolution

- Negotiation



- Know Your Contract

- Other Procedures



## Registration form on the Training Course: Understanding and Implementing Contractual Obligations

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
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Personal E-Mail: .....  
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### Company Information

Company Name: .....  
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City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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