Global Horizon
TRAINING CENTER

Training Course: Understanding and Implementing Contractual Obligations

22 July - 2 August 2024
Geneva (Switzerland)

Training Course:
Understanding and Implementing Contractual Obligations

Training Course code: PC4055 From: 22 July - 2 August 2024 Venue: Geneva (Switzerland) - 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. This program is worth 25 NASBA CPEs.

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

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

Communication
- Know Your Contract
- Negotiation
- 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: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

Company Name: .....
Address: .....
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Person Responsible for Training and Development

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

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.