



*Training Course:
Understanding and Implementing Contractual
Obligations*

*21 October - 1 November 2024
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Understanding and Implementing Contractual Obligations

Training Course code: PC4055 From: 21 October - 1 November 2024 Venue: Madrid (Spain) - Pestana CR7 Gran Vía
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

Training Course code: PC4055 From: 21 October - 1 November 2024 Venue: Madrid (Spain) - Pestana CR7
Gran Vía Training Course Fees: 8400 € Euro

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:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

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.