



*Training Course:  
Understanding and Implementing Contractual  
Obligations*

*3 - 14 March 2025  
Geneva (Switzerland)*

## Training Course: Understanding and Implementing Contractual Obligations

Training Course code: PC4055 From: 3 - 14 March 2025 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: .....  
 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
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### Easy Ways To Register

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