



*Training Course:  
Managing Financial and Legal Risks*

*27 - 31 January 2025  
Geneva (Switzerland)*

## Training Course: Managing Financial and Legal Risks

Training Course code: FI235134 From: 27 - 31 January 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250  
€ Euro

### Introduction:

This course aims to provide the participants with the basic knowledge of preparing administrative contracts, developing their skills in managing them, facing the problems arising from contracting processes, implementing contracts, preparing forms and reviewing commercial contracts, and monitoring the integrity of their implementation.

### Program Goals:

At the end of the training program, the participants will be able to:

- Define the main activities and steps of contract management.
- Contract conclusion and drafting requirements.
- Determine the management tools used during the implementation process as well as the role of the contract manager.
- Preparation for negotiation of contractual changes and claims in order to reach a satisfactory settlement.

### Target audience:

- Legal advisors in government departments.
- Corporate legal advisors.
- Legal affairs managers.
- Everyone who wants to develop their skills and experience and sees the need for this course.

### Outlines:

Day one:

- Administrative contracts what they are/definition/elements.
- Conclude contracts and requirements due the wording.
- Stages and procedures of administrative contracting.

#### Day two:

- Skills of absorbing potential problems in the executive stages of contracting and predicting them to avoid them.
- Considerations before, during and after the implementation of contracts.
- The economic interest in the contract and the study of the essential and detailed issues must be considered.

#### Day three:

- Pre-contractual commitment and mutual obligations "contracting and engagement stage".
- Contract drafting skills in accordance with its objectives and general controls in contracts.
- Typical formulations of administrative contracts workshop.

#### Day Four:

- Implementation stage and its problems.
- Executing the obligations of the contracting parties.
- Substitution by par between liabilities.
- Changing contract conditions upon implementation and coping skills.

#### Day Five:

- The difference in the interpretation of the terms of the contract.
- Arbitration, terms and procedures.

- Legal principles and provisions that govern international contracts.
- Practical applications and practices.

## Registration form on the Training Course: Managing Financial and Legal Risks

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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

Telephone:  
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