



*Training Course:
Understanding and Implementing Contractual
Obligations*

*23 August - 3 September 2027
Vienna (Austria)*

Training Course: Understanding and Implementing Contractual Obligations

Training Course code: PC4055 From: 23 August - 3 September 2027 Venue: Vienna (Austria) - Training Course Fees: 9550 € Euro

Introduction

This program equips participants with the skills to implement, manage, and administer contracts effectively. It emphasizes understanding contractual provisions, the role of contract administrators, risk allocation, and dispute resolution, ensuring contracts are executed successfully while minimizing disputes and misunderstandings.

Program Objectives

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

- Identify administration tools and understand the roles of the contract administrator.
- Recognize key contractual provisions and their impact on contract implementation and management.
- Understand the importance of knowing contractual terms and conditions.
- Apply techniques for problem-solving and effective contractor partnering.
- Utilize lessons learned to improve future contracts.
- Identify and apply Alternative Dispute Resolution ADR methods to resolve claims efficiently.

Target Audience

- Contract administrators and coordinators
- Procurement and project managers
- Contract specialists
- Professionals involved in contract preparation, implementation, or management

Program Outline

Day 1 - Principles of Contracts

- Definitions, legal and business considerations
- Common difficulties in contracts

Day 2 - Contract Formation & Legal Considerations

- Contract types and structures
- Authority to sign and formalities
- Ethical considerations in contracting

Day 3 - Administration Tools

- Roles and responsibilities
- Checklists, calendars, and documentation
- Project and contract alignment

Day 4 - Contractual Provisions - Part 1

- General terms and conditions
- Special and exception clauses
- Risk allocation fundamentals

Day 5 - Contractual Provisions - Part 2

- Hold harmless clauses
- Limitation of liability
- Types of damages and indemnities

Day 6 - Managing Contracts in Progress - Part 1

- Partnering with contractors
- Effective communication and problem-solving
- Avoiding conflicts and minimizing risks

Day 7 - Managing Contracts in Progress - Part 2

- Claims and change orders
- Legitimate vs. non-legitimate claims
- Controlling variations and adjustments

Day 8 - Negotiation Techniques

- Negotiation principles
- Strategies for contract amendments
- Handling difficult counterparts

Day 9 - Dispute Resolution

- Alternative Dispute Resolution ADR techniques
- Mediation, arbitration, and litigation overview
- Reducing disputes through proactive management

Day 10 - Lessons Learned & Contract Closeout

- Capturing and applying lessons learned
- Final reporting and review
- Best practices for continuous improvement in contract management

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

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