



Effective Contract Administration Skills



21 - 25 April 2025



Geneva (Switzerland)

# Effective Contract Administration Skills

course code: P9050 From: 21 - 25 April 2025 Venue: Geneva (Switzerland) - course Fees: 4500 Euro

## Program Content

- The Legal Environment in which Businesses Operate
- The New Thinking Tools for Productive Contract Administrators
- Who is responsible for what on the Contract?
- The Range of Possible Contractual Situations that can arise.
- The Actions Required to be Taken to Minimize Project Delay and your Contractual Liability.
- The Documentation to be Generated, including that for resolving usual disputes.
- Situations under which you should consult your Legal Advisers
- Protecting Your Project Your Organization
- Successful Contracting Strategies & Planning
- Quality Assurance in Contract & Claims Management
- Implementing Improvement in Contract Management
- Analysis, Review & Audit of Agreements
- Contract Monitoring for Early Warning of Problems
- Organizational Contracting Procedures
- Preparation and Evaluation of Claims for Delays, Cost Compensations Variation Orders
- Winning Contract & Claims Negotiating Strategies



