



Contractual, Technical & Managerial Skills for  
Contract Professionals



3 - 7 February 2025



Geneva (Switzerland)

# Contractual, Technical & Managerial Skills for Contract Professionals

course code: P9047 From: 3 - 7 February 2025 Venue: Geneva (Switzerland) - course Fees: 4500 Euro

## Program Overview

In this program you will learn about...

This program covers the skills required for Contract Managers to perform their job function Effectively Efficiently.

It also includes:

- Protecting Your Project Your Organization, Using New Methodologies Techniques, Computer Tools Winning Negotiating Strategies
- ISO-9000 Quality Assurance Compliance.
- Management Improvement
- Review Design of Agreements
- Ensuring Compliance with Contractual Terms
- Preparation and Evaluation of Claims for Delays, Cost Compensations Variation Orders.

## By the end of the course, participants will also be able to...

- Examined and Discussed the purpose, requirements and conditions of contracts, including contracts for supply, maintenance and construction work.
- Reviewed the skills needed to award and manage contracts effectively, whether these contracts are related to projects or the purchase of products and services.
- Review Design Agreements
- Ensure Compliance with Contractual Terms
- Prepare and Evaluate Claims for Delays, Cost Compensations Variation Orders.

## He will learn about the Best Worldwide Practices in Contract Management

- Methodology
- Planning
- Tools and Technology Issues
- Management Issues

## Program Content

- How this Program Can do Wonders for You and Your Department
- Understand the Processes taking place on Contracts
- Best Industry Practices
- Tools and Techniques
- Set up a Management System for Contracts section (Systematic Organizing, Control & Improvement)
  - **How to...**
    - **Improve Effectiveness Productivity** on your Contracts?
    - **Develop Capabilities** in your Contract Supervision and Control Staff to make sure they understand the "Why", "How", "When" and "What Not to.." of

- Effective Contract Management?
- **Implement and Supervise Effective Contract** Practices – avoiding the pitfalls that lead to delays, disruptions, increased costs and disputes.
  - **Negotiate** Competitive and Noncompetitive Contracts to Get the Best Deals.
  - **Develop Continuous Improvement Excellence** in Contract Management in your organization.
- **Contract Management: the problem areas.**
  - **What is Quality Assurance in Contract Management.**
  - **Types of Contracts :**
    - Supply, Maintenance, Construction
    - Fixed Price or Reimbursable Cost
    - EPC
    - **For each type...associated...**
      - Productivity Risks
      - Financial Risks
      - Main Conditions of Contract
      - Other Areas of Concern
  - **Purpose, Content, Procedure and What Can Go Wrong in Contract Processes...**
    - Prequalification
    - The Tendering Process
    - Evaluation of Tenders
    - Flowcharting the Processes
    - Pre-Qualification and ISO-9000
  - **Preparing the Contract Plan**
  - **Negotiating Strategy and Tactics...**
    - Pre-award Negotiations
    - Negotiation of Changes and Variation Orders
    - Negotiating Disputes and Claims
    - Win-Win Philosophy
    - Expectations Changing Expectations
    - Planning Preparation
    - Tricks others may play
  - **Administering Contracts...**
    - The Business Legal Environment
    - The Problem Areas
    - Do's and Don'ts
    - Letters Notices
    - Documentation
    - Productivity Killer Attitudes
    - Programs, Progress, Delivery Schedules and Expediting
    - Quality and Substitutes
    - Variation Orders
  - **Claims and Counter-Claims...**
    - What are they?
    - Minimizing Claims
    - Your Counter Claims
      - Penalty Liquidated Damages
      - Consequential Losses
      - Insurance
      - Warranty
      - **Guarantees**
  - **How to effectively use lessons learn't on a Contract.**

- **Preparing Tender Documents**
  - Standardization
  - Various Sections - their purpose and significance
- **Finally we will give a thought to...**
  - Cost-Benefit Approach to Decisions
  - Longer term interests of company
  - Benefits of Supplier Development
  - Emerging Contract and Procurement Philosophies.