



Contractual, Technical & Managerial Skills for
Contract Professionals



3 - 7 March 2025



Baku (Azerbaijan)

Contractual, Technical & Managerial Skills for Contract Professionals

course code: P9047 From: 3 - 7 March 2025 Venue: Baku (Azerbaijan) - 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.