

Training Title

CONTRACT MANAGEMENT, PLANNING, NEGOTIATIONS, DISPUTES, CLAIMS, RISKS

Training Duration

5 days

Training Venue and Dates

Contract Management, Planning, Negotiations, Disputes, Claims, Risks	5	20th to 24th July 2025	\$.5,500	Cairo, Egypt.
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Training will be conducted in any of the 4 or 5 star hotels.

Training Fees

- **5,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.**

Training Certificate

Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.

COURSE OVERVIEW

Discover how to plan and manage a variety of contract administrative functions for the successful delivery of goods, works, and services in accordance with the “scope”, “quality”, “time” and “cost” provisions of the relevant contracts and recognized standards of professional practice.

This advanced contract management course aids in strengthening participant’s knowledge and skills in adaptive and agile contract management and administration of all types of procurement contracts: goods, consulting services, non-consulting services, and works.

It explores various performance-tracking, trend-analysis, supervision, risk-controlling, reporting tools, and procedures used in contract administration in line with best up-to-date international practices to ensure value for money and sustainable outcomes.

COURSE OBJECTIVES:

The objectives of this Advanced Contract Management training course are to empower professionals to —

- **Acquire knowledge of contract drafting, negotiation, and dispute resolution**
- **Study the key principles, aspects, and purpose of contract management**
- **Evaluate your responsibilities to deliver effective value for money services in a contract**
- **Appreciate the necessity to manage performance, administration, and delivery within the contract**

- *Consider, manage and mitigate the risks in contract management*
- *Maintain and sustain the mutually beneficial relationship with supplier.*

SUITABLE FOR:

- ✓ *Entrepreneurs, Decision makers, executive directors, and officers who frequently enter into or negotiate contracts*
- ✓ *Contract Management Professionals seeking to take their knowledge of contract management to an advanced level*
- ✓ *Lawyers considering specializing in contract drafting and negotiation*
- ✓ *Dispute resolution lawyers since most of their matters occur out of violation of various types of contracts*
- ✓ *Lawyers seeking a job in big law firms or in-house legal teams of big companies*
- ✓ *Law students who want to strengthen their contract drafting and negotiation skills*
- ✓ *Contract management professionals and lawyers in oil & gas, infrastructure, technology, e-commerce, media, heavy engineering, mining, electricity, FMCG companies that engage in a lot of high-value contracts*

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

COURSE OUTLINE :-

Module 1:

Principles of Good Contracting

- *Why do we use contracts?*
- *Main steps in the creation of a contract*
- *Essential elements of a valid contract*
- *Tendering & Contract Award Process – An Overview*
- *Advantages of tendering and certain pitfalls to avoid*
- *Distinguishing price and values*
- *Other Types of Obligation Documents*
- *Bonds and Guarantees*
- *Letters of intent and award – are they contractual?*
- *Letters of Comfort – Does it mean anything?*
- *Side letters – why they can be risky and dangerous?*
- *When to Obtain Legal Advice?*

- *Law of Agency*
- *Authority to sign contracts*

Module 2:

Contract Set-Up

- *Value risk approach to managing contracts*
- *Roles and responsibilities*
- *Effective stakeholder management*

Module 3:

Pre-Award

- *FAR*
- *Explanation of Source Selection Plans*
- *Evaluation Factors*
- *Dispute Resolution*

Module 4:

Post Award

- *Performance Analysis*
- *Cost Monitoring*

Module 5:

Cost and Value Management

- *Understanding total cost*
- *Reducing total cost*
- *Tracking cost, value, and benefit realization*

Module 6:

Managing Contract Close-Out

- *Managing transitions*
- *Important tips, tricks, and traps in contract closeout*
- *Capturing and sharing lessons learned*

Module 7:

Risk-Based Contractual Process

- *Identification*
- *Assessment*
- *Classification*
- *Quantification*
- *Monitoring*

Module 8:

Eliminating Sources of Contract Disputes

- *Errors and omissions*
- *Anticipating and avoiding conflicts*
- *Dealing with Unknowns*
- *Tracking Changes*
- *Managing Expectations*

Module 9:

Resolving Disputes

- *Negotiation*
- *Stage processes*
- *The need for compromise*
- *Negotiation techniques*
- *Litigation*
- *Arbitration*
- *Alternative Dispute Resolution*
- *Expert determination*
- *Early neutral evaluation*
- *Mini-Arbitration*
- *Mediation*
- *Pendulum Arbitration*
- *Dispute Review Board and similar arrangements*

Case Studies, Last Day Review, Discussions & Pre & Post Assessments will be carried out.

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