MERCURY

Advanced Contracts Management Training Course

28 February – 11 March 2027
Sharm El-Sheikh (Egypt)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 4085_1082927 **Date:** 28 February – 11 March 2027 **Location:** Sharm El-Sheikh (Egypt) **Fees:** 8000 Euro

Introduction:

In every organization, managing contracts effectively is crucial for the successful expenditure of large amounts of money and resources. This advanced contracts management course involves choosing the right contracting models and establishing formal agreements with vendors while staying updated on contracting practices.

Leveraging International Contract Management:

Due to globalization and the interconnectivity of markets, contract management professionals must have an understanding of international contract management.

This advanced contracts management course includes navigating legal, cultural, and logistical challenges that come with dealing with international partners or projects. With this in mind, our advanced contracts management training will also feature elements of international practice, informed by contemporary worldwide trends and challenges.

This advanced contract management course is designed to empower participants with the knowledge, skills, and competencies to manage contracts within their organizations successfully. Upon completion, participants will receive a certificate in contract management, validating their expertise in this critical field.

Targeted Groups:

- Contract management professionals
- Project managers.
- Design managers.
- Construction managers.
- Procurement managers.
- Commercial managers.
- Finance managers.

Course Objectives:

Participants in the advanced contracts management course will be able to:

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- Enhance their effectiveness in contract management.
- Choose the appropriate type and form of contract.
- Proactively manage potential problems and risks.
- Align contract management with organizational needs.
- Resolve disputes and address performance issues effectively.
- Tailor terms and conditions to various situations.
- Stay informed about the latest advances in contract management.
- Explore practices leading to World-Class performance in contract management.

Targeted Competencies:

Upon the end of this advanced contracts management course, the target competencies will be able to increase ability:

- Skill in contract preparation.
- Contract administration.
- Proficiency in preparing and evaluating bids.
- Competence in planning the contracting process.
- Expertise in resolving contractual disputes.
- Effective management of contractors.

Course Content:

Unit 1: The Basis of Contracting:

- Principles of good contracting.
- Why do we use contracts?
- Key steps in the creation of a contract.
- Essential elements of a valid contract.
- Overview of tendering and contract award process.
- Advantages of tendering and some 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 - do they mean anything?
- Side letters - why can they be dangerous?
- When to obtain legal advice?
- Law of agency.
- Authority to sign contracts.

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Unit 2: Organizing Strategies for Contract Management:

- Defining contract management responsibilities.
- Basic contract planning.
- Communication and managing expectations.

Unit 3: Assessing and Allocating Risk:

- Identifying risk.
- Apportioning risk.
- Incorporating risk assessment and management.
- Selecting types of contract:
  - Traditional - lump sum, schedule of rates, reimbursable.
  - EPC.
  - BOT/BOOT.
  - Alliance/partnering.
- Warranty management.

Unit 4: Effective Handling of Contract Performance Issues:

- Design and specification.
- Work ordering process.
- Obligation to perform work.
- Transfer for ownership.
- Risk of damage.
- Contract administration.
- Reporting mechanisms.
- Cost control.
- Recovery clauses - acceleration.
- Insurance and indemnities.
- Termination and suspension.

Unit 5: Managing Change within a Contract:

- Understanding change.
- Changes to the contract documents.
- Variations in scope.
- Increases and decreases.
- Change in timing.
- Change in method of working.
- Managing change.
- Risks of uncontrolled change.

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Unit 6: Developing Contract Terms and Conditions:

- Finding Contract Templates.
- Using standard form documents.
- Modifying standard forms.
- Drafting special conditions.
- Issues for subcontracts.

Unit 7: Eliminating Sources of Contract Disputes:

- Errors and omissions.
- Anticipating and avoiding conflicts.
- Dealing with unknowns.
- Tracking changes.
- Managing expectations.

Unit 8: Resolving Disputes:

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

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Unit 9: The Future in The Middle East

- Revisiting strategic alliances and BOT/BOOT agreements.
- The rise of prime contracting.
- The impact of online contracting and e-tendering.
- Summarizing contract management review.