

Training Title

CONTRACT ADMINISTRATION

Training Duration

5 days

Training Venue and Dates

REF CM031	Contract Administration	5	22-26 January, 2024	\$6,000	Kuala Lumpur, Malaysia
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In any of the 5-star hotels. The exact venue will be informed once finalized.

Training Fees

- \$6,000 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OBJECTIVES

- ✓ Develop in-depth knowledge of contract administration for Conventional and design & building contracts.
- ✓ Examine contract administration in different phases of the project delivery process.
- ✓ Explore alternative contract claims and dispute resolution.
- ✓ Apply effective contracting strategies and techniques to maximize results and minimize risk.
- ✓ Manage an effective contract life cycle.
- ✓ Identify strategies and tactics to select the most qualified vendors.
- ✓ Orchestrate the negotiation process for "win-win" outcomes.
- ✓ Employ best practices for contract administration and execution.
- ✓ Ensure delivery of intended objectives and successful contract closure

WHO SHOULD ATTEND

All those involved in any aspect of implementing, managing or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration.

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 motivating everybody to find the right

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answers. You will also be encouraged to raise your questions and to share in the development of the right answers using your analysis and experiences. Tests of multiple-choice type will be made available daily to examine the effectiveness of delivering the course.

All presentations are made in excellent colorful PowerPoint. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

COURSE TOPICS

Administration of the design stage

- Design brief, preparation of specifications, contractual agreements, and managing design consultants.

Administration of tendering stage

- Competitive tendering, evaluation, and award of tender

Administration of the construction stage

- Contract management, variations & final accounts and cost control & reports

Contract claims and dispute resolution.

Case studies on conventional and design and build contracts.

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review, and assessments will be carried out.

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