

# Contract Administration: Understanding & Implementing Contract Obligation Masterclass

A contract can be only as strong and as successful as its administration

12th & 13th October 2017  
Kuala Lumpur, Malaysia

Delegates are required to bring their Laptop for Exercise and Presentation Purposes

## Major Benefits of Attending

By end of the course, the delegates will be able to:

- **KNOW** the appropriate parameters of effective contract administration for both owners and contractors
- **RECOGNIZE** and **AVOID** pitfalls and problems associated with contract administration
- **IDENTIFY** and **EMPLOY** appropriate owner or contractor interaction
- **KNOW** the elements of a legally binding contract
- **UNDERSTAND** and **APPLY** key contract provisions
- **APPLY** the rules of contract interpretation
- **APPLY** various contract monitoring methods and know when each is appropriate
- **UNDERSTAND** and **APPLY** the principles of an effective statement of work
- **IDENTIFY** potential issues with various types of contracts
- **APPLY** the principles of dealing with contract disputes
- **APPLY** the principles and process of contract suspension, termination and close out

## Why You Should Attend?

The overall objective of this workshop is to provide you the in-depth knowledge of an effective contract administration and identify the potential issues associated with contract administration. You will get apply the rules and principles which related to contracts and able to deal with contract disputes. The trainer of this workshop, Michael is a well-known trainer who has done trainings and consulting for both Fortune 500 Companies and Public Organizations throughout the United States, Canada, Europe, Asia and South America. Additionally, all his previous training evaluations are highly rated. Therefore, you shouldn't be missing out this great opportunity to learn contract administration from him!

## Who Should Attend?

All personnel involved in or are stakeholders in the procurement process. This will include buyers, purchasing officers, engineers, operations personnel, IT personnel, HR personnel, department managers, business managers. It will be ideal for all who wish to gain a good insight into the processes involved in developing and communicating requirements, selecting and engaging suppliers and managing the contracted suppliers to ensure timely and cost effective delivery of the desired goods and services.

Organized by: \_\_\_\_\_



WE SOLVE YOUR PUZZLE