

Contract Administration: Understanding & Implementing Contract Obligation Masterclass

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

28th – 29th January 2019
JW Marriott Hotel, Kuala Lumpur, Malaysia

Train with the best!
Venkat scores an
average of 10 out of 10
by participants in all his
workshops

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?

Once a contract has been awarded – particularly in capital projects, such as construction – how do you ensure that what you contracted for is what gets delivered? How do you monitor a service provider's performance or a vendor's product delivery to ensure timely and high quality results? How do you make sure that if your requirements change, that the financial, quality and schedule impacts of change are acceptable?

All employees involved in the contracting process need to be able to deploy best practices in post-award contract administration to enable their organisations to get the full benefit from procurement activity.

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: _____

