

# Contract Writing, Planning & Management

## **ME100**

#### **Course Overview:**

Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts. Andunderstand the importance of knowing the contractual terms and conditions andreview the techniques for solving problems and partnering with contractors.

## **Course Objective:**

- -Participants will be used to carry out all data analyses.management of future
- -Understand the importance of knowing the contractual terms and conditions.
- -Review techniques for solving problems and partnering with contractors.
- -Discuss ways of using "lessons learned" to minimize confrontations during implementation

#### Course Outline:

- -Principles of contracts
- -Administration tools
- -The contracting stages
- -Contractual provisions affecting implementation management of contracts in progress
- -Risk allocation
- -Contract administration
- -Claims and change orders
- -Lessons learned
- -Dispute resolution

#### Who Should Attend:

All those involved in any aspect of writing, implementing, managing or administering contracts; also those involved in any step of contract preparation and award for them to realize the importance of a well prepared contract.

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## Training Language:

### Training Methodology:

- -Presentation & Slides
- -Audio Visual Aids
- -Interactive Discussion
- -Participatory Exercise
- -Action Learning
- -Class Activities
- -Case Studies
- -Workshops
- -Simulation

#### Venue | Date | Fees

Khobar | 19-11-2023 | 10,350 SAR ONLINE | 19-11-2023 | 7,475 SAR Khobar | 10-12-2023 | 10,350 SAR

