

**Course Overview:**

Identify administration tools and the roles of the contract administrator. Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts. Understand the importance of knowing contractual terms and conditions. Review techniques for solving problems as well as partnering with contractors. Discuss ways of using lessons learned. Know Alternative Dispute Resolution (ADR) and claims handling.

**Course Objective:**

- Identify administration tools and roles of contract administrators / assistants.
- Recognize the main contractual provisions and appreciate their effects on the Implementation and management of future contracts.
- 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 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.

**Training Language:**

EN / AR

**Training Methodology:**

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

**Venue | Date | Fees**

Khobar | 10-12-2023 | 10,350 SAR  
Khobar | 28-01-2024 | 10,350 SAR  
Riyadh | 30-06-2024 | 10,350 SAR  
Riyadh | 04-08-2024 | 10,350 SAR  
Khobar | 04-08-2024 | 10,350 SAR  
Khobar | 15-12-2024 | 10,350 SAR  
Riyadh | 15-12-2024 | 10,350 SAR