



# CERTIFIED CONTRACTS MANAGER [CCM]

PITMAN

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### IPM HISTORY:

INSTITUTE OF PROFESSIONAL MANAGERS was created Five years ago as a private initiative designed to offer postgraduate training programs in the field of business administration and senior management in the United Arab Emirates, Qatar, the Arab Republic of Egypt & The launching of a group known professors and experts in the field of training and education in the Middle East IPM Has been established for cooperation with major universities, colleges and business schools and associations specializing in professional certification in the business administration

### INTRODUCTION:

Contracts establish the responsibilities and rights of the parties. This highly interactive program will provide a practical hands-on approach to effective management of contracts and offer techniques and contract strategies to assist this process. It will also assist in establishing an international risk management strategy with reference to contracts and develop good business practice to take advantage of opportunities, enhance efficiency and increase profitability.

### SEMINAR OBJECTIVES:

Those attending will be able to:

- Enhance your contract management skills to improve contract and company performance.
- Develop systems to reduce the frequency of contractual disputes.
- Resolve such contractual disputes as do occur in an efficient fashion.
- Manage contracts and projects from the pre-contract, during the performance of the contract and through to the post-contract stage in accordance with best practices.
- Enhance profitability, not only by increasing money coming 'in' from contracts, but also by preventing unnecessary sums going out' in operational disputes.



### WHO SHOULD ATTEND?

This seminar is designed for all : Contract Administrators, Contracting Unit Supervisors, Project Engineers, Project Managers, Claims Managers and Business Audit Officers, Risk Managers, Contract Strategists.

### PROGRAMME SUMMARY

The program will address the framework within which contracts are created, and the methods by which valid contracts may be formed. It will also look at some of the different contracting strategies available in international contracting and some of the common provisions. It will also look in particular at payment issues and post-contract liability.

The program will consider how to avoid disputes by good contract management and the various methods of resolving those disputes that do arise. This will include current international best practice in Alternative Dispute Resolution in general and mediation in particular.

### MDI CERTIFICATE FORMAT:

A framed certificate of completion will be awarded to class members who attend at least 80% of the 40 training hours are granted by Management Development Institute through the College of Business Administration at Missouri State University.

### TRAINING METHODOLOGY:

The program will combine conventional teaching based on real-life examples, often from the trainers own experiences and with a high level of participation, including an interactive approach to involving participants in discussion of topics, exercises and encouraging participants to bring their own experiences forward for discussion and debate.

### DAY 1&2: THE LEGAL FRAMEWORK OF CONTRACTS AND HOW THEY ARE CREATED:

- The need for contractual relationships.
- External and internal dimensions of a business relationship.
- Formation of a Contract.
- The key elements of a contract.
- Oral or written?
- Electronic contracts.
- Terms of the contract.
- Inter-business contracting.
- Law of Agency.
- Sources of Law.
- Developing legal knowledge and skills.

### DAY 3&4: SOME ISSUES ARISING IN CONTRACTS:

- Precedence of documents in a contract.
- Obligations to perform.
- Delivery, acceptance and transfer of title and risk:
  - oICC Inco terms
- Liability in negligence - relationship with contract conditions.
- Product liability and defective goods.
- Intellectual Property clauses - some special issues.
- Letters - Intent; Instruction/Award; Comfort; Awareness.
- Conflict of Laws and Choice of Law and jurisdiction Clauses.

### DAY 5&6: DIFFERENT CONTRACTING STRATEGIES IN INTERNATIONAL CONTRACTS:

- Some types of Standard Form/Model Form Conditions.
- Drafting Standard Terms.
- Potential problems with Standard Form Contracts.
- Limiting or excluding liability.
- Unequal Bargaining Positions.
- Traditional contracts:
  - oFixed Price/Lump Sum.
  - oBill of Quantities/Schedule of Rates – re-measured contracts.
  - oFull reimbursable – “cost plus” – why this is sometimes the right answer.
  - oDealing with volatile markets – economic price adjustment clauses and the use of indices.
  - oAdding incentives to lumps sums.
- Non-Traditional contracts:
  - oBuild Own Operate and similar structures.
  - oAlliances and Partnering.
  - oNo Cure/No Pay – a technique from marine salvage that has wider uses.

### DAY 7&8: CONTRACT MANAGEMENT AND THE MANAGEMENT OF CHANGE AND PAYMENT :

- The need for good contract management.
- Variation of Contract Terms.
- Variation of Scope of Work.
- Management of Variations and retaining control of the contract.
- Payment and money events.
- Delay, suspension and extension of time.
- Finance and Payment in International Trade.
- Bonds and Guarantees.
- Defects Liability - warranty periods:
  - oManaging rolling warranties.
- Termination of the Contract and Remedies.
- Mitigation of losses and claims.

## DAY 9&10: PRESOLUTION OF DISPUTES:

- Negotiation, compromise and settlement.
- Litigation.
- Arbitration.
- Alternative Dispute Resolution - including mediation.
- Managing disputes.
- Review of program, and final questions.

## ABOUT IPM EXAMS

### IPM COURSES PRE-REQUISITE:

### BACHELOR DEGREE IN ANY FIELDS

- 3 Years experience
- Copy of CV
- Copy of university Certificate
- 2 Passport Pictures

### FOR NON-BACHELOR HOLDER:

- Copy of CV
- 10 Years of experience

### IPM MEMBERSHIP:

- Attend the 40 hours course training
- Pass the course exam

### IPM EXAM:

- 40 Multiple Choose Question
- 1 Hour Duration



### IMPORTANT NOTE:

Exam fees are included in the course fees, in case the delegate fail in the exam he/she can re-take the exam free of charge, if he/she fail again a fees of 200\$ should be paid, if he/she fail again training course should be re-taken before setting new date for the exam.

