AZ TECH

"Excellent Service – Excellent Delivery"

Contract Excellence for Non-Legal Professionals

Mastering the Art of Contracting

23 - 27 Dec 2019, London
23 - 27 Mar 2020, London
31 Aug - 04 Sep 2020, London
25 - 29 Oct 2020, Dubai
21 - 25 Dec 2020, London

An ISO 9001:2015 & ISO 29990:2010 Certified Company

ilm Recognised Provider

PMI Registered Education Provider — Project Management Institute

United Nations Global Compact

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WHY CHOOSE THIS TRAINING COURSE?

If you are working in a commercial organisation, you need to understand contracting. Every person in a commercial organisation deals with contracting in everyday business life. This AZTech training course will ensure that you develop your contracting awareness and skills. This training course is essential for all personnel within the organisation. Every organisation relies on contracts to protect the interests of the company and manage risk effectively. It is imperative that everyone in the organisation understands the issues and processes involved in a contracting scenario.

This training course will feature:

- Analysing contracting techniques
- How contracting negotiation skills can be developed
- Exploring innovative contracting strategies
- How contracts can effectively allocate and manage risk
- Examination of specific contract clauses

WHO IS THIS TRAINING COURSE FOR?

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Engineers
- Project or Construction professionals
- Tenders, Contracts, Buyers, Purchasing, Financial personnel
- Those from a Project Management or General Management background
- Those new to the function or preparing for a major project or contract

WHAT ARE THE GOALS?

By the end of this AZTech training course, participants will be able to:

- Recognise the appropriate contracting strategy to adopt
- Show how contracting techniques can be used in different situations
- Improve the ability of managers to analyse contracts
- Illustrate some of the pitfalls that exist within contracting
- Control contract negotiations more effectively

Improve the ability of managers to communicate with contracts personnel

HOW WILL THIS TRAINING COURSE BE PRESENTED?

This AZTech training course will utilise a variety of proven sophisticated learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes high levels of participant discussion, group interaction, delegate group exercises and case studies. The training is designed to be dynamic and highly interaction as well as educational.

Delegates are encouraged to raise their own issues and problems faced within their industry or organisations for discussion on a confidential basis. There will be time allocated for one to one discussions with a leading world expert and practitioner in contracting.

THE COURSE **CONTENT**

Day One: The Basis of Contracting

- Why we use contracts
- Legal requirements for a valid contract
- Oral contracts
- Electronic contracts
- Terms and conditions of the contract
- Authority to contract

Day Two: Risk and Different Contracting Types

- How to assess and manage risk
- Traditional contract types
- Modern contract types
- Bonds and Guarantees
- Letters of Intent
- Which Law?

Day Three: Major Contract Terms

- Obligation to perform
- Defective goods
- Liability issues
- Indemnities and Insurance
- Intellectual property
- Force Majeure

Day Four: Changes and Variations, Payment and Close-out Issues

- Changes and Variations
- Payment issues
- Letters of Credit
- Warranty claims
- Suspension and Termination
- Contractual issues on close out

Day Five: Negotiation, Avoidance and Resolution of Disputes

- Negotiation, compromise and settlement
- Litigation
- Arbitration
- Mediation
- Expert Determination
- Dispute Review Boards

COURSE SCHEDULE:

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THE CERTIFICATE

AZTech Certificate of Completion for delegates who attend and complete the course.

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DATE	VENUE	FEES(USD)
23 - 27 Dec 2019	London - UK	$5,950
23 - 27 Mar 2020	London - UK	$5,950
31 Aug - 04 Sep 2020	London - UK	$5,950
25 - 29 Oct 2020	Dubai - UAE	$5,950
21 - 25 Dec 2020	London - UK	$5,950

REGISTER NOW

*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT

Complete & send by fax/mail to address given below.
Please use **BLOCK CAPITALS.**

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION: COMPANY:

MAILING ADDRESS:

TELEPHONE: MOBILE:

FAX: EMAIL:

AUTHORISATION

AUTHORISED BY:

POSITION: EMAIL:

TELEPHONE: FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- ☐ PLEASE INVOICE MY COMPANY
- ☐ PLEASE INVOICE ME
- ☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ☐ ONLINE / CREDIT CARD

DOWNLOAD TRAINING PLAN 2020

Scan this code with your smart phone to download Training Plan 2020

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

CANCELLATION & SUBSTITUTION

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

CERTIFICATION

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4 WAYS TO REGISTER

Toll Free: **800-AZTECH**
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