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*This is an ILM Endorsed Programme\**

# CONTRACTS MANAGEMENT SPECIALIST

## The Complete Course on Contracts Management

- 26 - 30 Jul 2021, London
- 01 - 05 Nov 2021, Kuala Lumpur
- 10 - 14 Jan 2022, London
- 09 - 13 May 2022, Istanbul

An ISO 9001:2015 and ISO 29993:2017 Certified Company



United Nations Global Compact



# CONTRACTS MANAGEMENT SPECIALIST

## The Complete Course on Contracts Management

### WHY CHOOSE THIS TRAINING COURSE?

This intensive five-day course is designed to assist contracts professionals cope with the increasing complexity of commercial and business relationships as trade becomes ever more international. All business professionals need to understand what a contract does (and does not) require them and the other party to the contract to do, and the consequences for both parties of any failure.

#### **This AZTech training course will feature:**

- The differences in approach between different legal and contracting systems
- Risk allocation in contract management and dispute resolution in contractual disputes
- Contracting in an international context
- Protecting your company's interests
- An understanding of contracting in the English language

### WHAT ARE THE GOALS?

#### **By the end of this course, participants will be able to:**

- Improve their understanding of the role of contracts within a business
- Develop more confidence in dealing with contracting issues
- Understand how strategies can be developed to improve the commercial outcomes
- Apply the latest international thinking in dispute resolution
- Increase awareness of the use of contracts in everyday business life

### WHO IS THIS TRAINING COURSE FOR?

This course will benefit all levels of personnel engaged in contract management, negotiation, procurement, operations, and disputes.

#### **This course is suitable to a wide range of contracts professionals but will greatly benefit:**

- Contract Administrators, Contract Professionals and Project Coordinators
- Specifiers, Buyers, Purchasing Professionals and Procurement Officers
- Contracts managers
- Project managers
- Engineers or contracts operatives

### HOW WILL THIS TRAINING COURSE BE PRESENTED?

This course will utilise a variety of proven adult 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. Materials include existing contemporary English language contracts in many jurisdictions. Delegates will be encouraged to raise their own issues and problems faced within their industry or organisations for discussion on a confidential basis.



## THE CERTIFICATE

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

ILM Endorsed Certificate for the registered delegates who successfully completes and pass the ILM assessment

## ACCREDITATION



AZTech is an ILM Recognised Provider and offers a number of Endorsed Management and Leadership programmes. Aside from AZTech's Certificate of Completion, delegates will be able to pursue ILM Endorsed Certification (which typically involves passing an additional study, either a work based assignment or on-demand assessment) after the conclusion of this ILM endorsed programme.

# THE COURSE CONTENT

## Day One: What are Contracts and how are they Created?

- The need for contractual relationships
- What is needed to create a valid contract? Ingredients and formalities
- Authority and agency
- The tender process
- Alternative sourcing
- Making contracts enforceable – with particular emphasis on the international context

## Day Two: The Structure of Contracts

- Form of Agreement
- Hierarchy of Terms and Conditions
- Different contractual structures
- Traditional and new
- Risk and Title (ownership) in international trade - When does it transfer?
- Notices and other formalities
- Which law and which courts?

## Day Three: Collateral Documents

- Securitising performance obligations
- Bonds and guarantees
- Parent company guarantees
- Letters of intent, comfort or awareness
- Insurance policies
- Assessing the need for financial security

## Day Four: Change and Variation

- Changes to Contract documents
- Assignment/Novation explained and distinguished
- Variation clauses and changes to the scope of work
- Claims – what they are and how they arise
- Delay and disruption
- Force majeure

## Day Five: Resolving Disputes

- Conflict avoidance and tiered dispute resolution clauses
- Negotiation
- Litigation
- Arbitration
- Mediation, ENE and new best practices in dispute resolution and management
- Final questions and review



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09 - 13 May 2022	Istanbul	\$ 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

AUTHORISE 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
- / Credit card

### CONNECT WITH US:



### 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.

### 4 WAYS TO REGISTER

Telephone: **+971 4 427 5400**  
Fax Number: **+971 4 427 5401**  
Email Address: **info@aztechtraining.com**  
Visit our website: **www.aztechtraining.com**

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