

# € TRAINING

Mastering Contract Management and Claims  
Mitigation

14 - 18 October 2024  
Singapore





# Mastering Contract Management and Claims Mitigation

REF: U312 DATE: 14 - 18 October 2024 Venue: Singapore - Fee: 6325 Euro

## Introduction:

This training program provides participants with advanced skills and knowledge necessary for effective contract management and minimizing claims. It empowers them to enhance their contract management practices, ensuring successful project delivery and reducing the likelihood of disputes.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand advanced principles of contract management.
- Implement effective risk management strategies to mitigate claims.
- Develop skills to manage and administer contracts efficiently.
- Learn techniques for early identification and resolution of potential claims.
- Enhance capabilities in dispute resolution and claims management.

## Targeted Audience:

- Contract Managers.
- Project Managers.
- Legal Advisors.
- Procurement Specialists.
- Risk Managers.
- Professionals involved in contract administration and claims management.

## Program Outline:

### Unit 1:

#### Advanced Principles of Contract Management:

- Key elements of advanced contract management.
- Roles and responsibilities in contract administration.

- Developing and maintaining effective contract documentation.
- Monitoring contract performance and compliance.
- Case studies on advanced contract management practices.

## Unit 2:

### Risk Management Strategies for Claims Mitigation:

- Identifying and assessing potential risks in contracts.
- Techniques for risk allocation and transfer.
- Developing risk management plans and strategies.
- Implementing proactive measures to mitigate claims.
- Practical exercises on risk management in contracts.

## Unit 3:

### Efficient Contract Administration:

- Best practices for efficient contract administration.
- Techniques for handling contract amendments and changes.
- Managing contract deliverables and milestones.
- Ensuring adherence to contract terms and conditions.
- Real-world examples of successful contract administration.

## Unit 4:

### Early Identification and Resolution of Potential Claims:

- Methods for early detection of potential claims.
- Techniques for documenting and reporting issues.
- Developing strategies for early resolution of disputes.
- Implementing effective communication and negotiation skills.

## Unit 5:

## Dispute Resolution and Claims Management:

- Overview of dispute resolution methods.
- Techniques for managing and resolving claims.
- Legal considerations in claims management.
- Drafting effective dispute resolution clauses.
- Case studies on successful claims management and resolution.