



External Training Course

Mastering Contracts & Claims Management: Advanced Practices for Professionals

From 22 Sep. To 26 Sep. 2025
From 27 Oct. To 31 Oct. 2025
From 03 Nov. To 07 Nov. 2025

**Four Points by Sheraton Josun, Seoul
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Course Overview

This advanced program is designed for professionals who are directly involved in contracts, procurement, project management, or claims handling. The course equips participants with in-depth knowledge, practical skills, and proven strategies for managing complex contracts, mitigating risks, and resolving disputes effectively. Through real-world case studies, interactive workshops, and scenario-based discussions, participants will gain the expertise needed to negotiate, administer, and protect their organizations' interests in contractual relationships.

Course Objectives

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

- Understand the full lifecycle of contracts, from drafting to execution and closure.
- Identify, evaluate, and manage contractual risks.
- Develop effective strategies for claims prevention and management.
- Enhance negotiation and dispute resolution skills.
- Interpret key contractual clauses and their implications.
- Apply international best practices in contract and claims management.

Training Methodology

Interactive lectures & expert presentations.

Group exercises & team-based problem-solving.

Real-world case studies and industry examples.

Practical templates & tools for immediate workplace application.

Open discussions & peer-to-peer learning.

Organisational Impact

Participants will return with the ability to:

- Minimize risks and disputes through proactive contract management.
- Improve project outcomes by managing contractual obligations efficiently.
- Reduce financial losses arising from poorly managed claims.
- Strengthen negotiation power with contractors, suppliers, and stakeholders.
- Build a stronger framework for compliance and governance.

Personal Impact

Participants will gain:

- Advanced confidence in handling complex contracts.
- Practical skills for drafting and reviewing contract clauses.
- Improved ability to prepare and defend claims.
- Stronger negotiation and persuasion capabilities.
- Career advancement through specialized contract and claims expertise.

Course Content & Outline

Day 1: Foundations of Advanced Contract Management

- Principles of contract law and commercial obligations.
- Key features of international contracts.
- Understanding contractual risk allocation.
- Types of contracts: EPC, FIDIC, NEC, and bespoke contracts.
- Practical exercise: Identifying risks in sample contracts.

Day 2: Contract Drafting, Interpretation & Administration

- Drafting clear and enforceable contract clauses.
- Interpreting ambiguous terms and avoiding pitfalls.
- Payment terms, variations, and extensions of time.
- Contract performance monitoring and administration best practices.
- Workshop: Reviewing and amending contractual clauses.

Day 3: Claims Management & Dispute Avoidance

- Identifying potential claims early.
- Types of claims: time, cost, and disruption claims.
- Best practices in claims prevention and documentation.
- Developing claim strategies and submissions.
- Case study: Preparing a claim notice and supporting documents.

Day 4: Dispute Resolution & Negotiation Strategies

- Dispute resolution mechanisms: ADR, arbitration, and litigation.
- Effective negotiation skills in contract disputes.
- Settlement strategies and risk assessments.
- Mediation and expert determination in practice.
- Role-play: Simulated contract negotiation & dispute resolution.

Day 5: Best Practices & Future Trends in Contracts & Claims

- International standards and FIDIC updates.
- Managing multi-party and cross-border contracts.
- Digital transformation in contract management (AI & technology tools).
- Building a proactive contract & claims culture in organizations.
- Final group exercise: Case simulation & practical solutions.

Course Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>Discuss Major Points Of Course:</u> <ul style="list-style-type: none"> • Foundations of Advanced Contract Management. • Contract Drafting, Interpretation & Administration. • Claims Management & Dispute Avoidance. • Dispute Resolution & Negotiation Strategies. • Best Practices & Future Trends in Contracts & Claims.
11.30	12.00	Coffee Break
12.00	14.00	<u>Foundations of Advanced Contract Management</u> <ul style="list-style-type: none"> • Principles of contract law and commercial obligations. • Key features of international contracts. • Understanding contractual risk allocation. • Types of contracts: EPC, FIDIC, NEC, and bespoke contracts. • Practical exercise: Identifying risks in sample contracts.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>Contract Drafting, Interpretation & Administration:</u> <ul style="list-style-type: none"> • Drafting clear and enforceable contract clauses. • Interpreting ambiguous terms and avoiding pitfalls. • Payment terms, variations, and extensions of time.
11.30	12.00	Coffee Break
12.00	14.00	<u>Contract Drafting, Interpretation & Administration:</u> <ul style="list-style-type: none"> • Contract performance monitoring and administration best practices. • Workshop: Reviewing and amending contractual clauses.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>Claims Management & Dispute Avoidance</u> <ul style="list-style-type: none"> Identifying potential claims early. Types of claims: time, cost, and disruption claims. Best practices in claims prevention and documentation.
11.30	12.00	Coffee Break
12.00	14.00	<u>Claims Management & Dispute Avoidance</u> <ul style="list-style-type: none"> Developing claim strategies and submissions. Case study: Preparing a claim notice and supporting documents.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>Dispute Resolution & Negotiation Strategies:</u> <ul style="list-style-type: none"> Dispute resolution mechanisms: ADR, arbitration, and litigation. Effective negotiation skills in contract disputes. Settlement strategies and risk assessments.
11.30	12.00	Coffee Break
12.00	14.00	<u>Dispute Resolution & Negotiation Strategies:</u> <ul style="list-style-type: none"> Mediation and expert determination in practice. Role-play: Simulated contract negotiation & dispute resolution.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>Best Practices & Future Trends in Contracts & Claims</u> <ul style="list-style-type: none"> International standards and FIDIC updates. Managing multi-party and cross-border contracts. Digital transformation in contract management (AI & technology tools).
11.30	12.00	Coffee Break
12.00	14.00	<u>Best Practices & Future Trends in Contracts & Claims</u> <ul style="list-style-type: none"> Building a proactive contract & claims culture in organizations. Final group exercise: Case simulation & practical solutions.
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch