

CONTRACT MANAGEMENT & ADMINISTRATION FUNDAMENTALS

Live Online Training: A Complete Guide to the Principles of Contract Management

A well devised combination of essential theory & best practices delivered by practical instruction examining contract delivery method selection, planning, reporting structures, claims & variations & other contract administration processes along with useful tools to streamline the role of managing contracts

January 2021	Course Parts will commence at 10:00 and end at 14:00 (SGT) . There will be short breaks during each course Part.			
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August 2021	Course Parts will commence at 10:00 and end at 14:00 (SGT) . There will be short breaks during each course Part.			
Part 1: 16 th August	Part 2: 17 th August	Part 3: 23 rd August	Part 4: 24 th August	
November 2021	Course Parts will commence at 10:00 and end at 14:00 (SGT) . There will be short breaks during each course Part.			
Part 1: 18 th November	Part 2: 19 th November	Part 3: 25 th November	Part 4: 26 th November	



Our Expert Course Faculty



Margaret André

Margaret is a practicing lawyer who specialises in contract law having advised and represented a wide range of parties on their rights, obligations and risk exposure under a contract.



Sean McCarthy

Sean offers over 20 years of expertise in contract management, claims management, procurement and contract law.

Key Learning Objectives

- ▶ Clarify the roles of the contract manager and contract administrator
- ▶ Understand key aspects of contracts: as a contract manager how to read, interpret and evaluate them
- ▶ Examine fundamental facets of contract administration and claims processes
- ▶ Appreciate the contractual issues surrounding variations, delays and defects; and develop procedures to effectively deal with these issues
- ▶ Ensure both contract administration and project management endeavours emphasise contract compliance throughout the delivery process
- ▶ Analyse key principles of effective document control, reporting and communication systems
- ▶ Discover cooperative negotiation and partnering skills for dispute avoidance and resolution

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4 Part Series

ABOUT THE COURSE

This is the first course in our Contract Management Professional (CMP) certification program. Contract administration is a broad term used to describe management of the parties' responsibilities in delivering contracts. At the core of each responsibility is the contract. This course briefly reviews the formation and interpretation of contracts as the rules of engagement between parties embarking on a project. It then looks at the processes of administration and management of the contract throughout the course of a project.

Furthermore, the course will provide the knowledge for developing practical procedures to deliver a streamlined contract administration process. Participants will also review the crucial interface between the contract administrator's role and responsibilities, and that of the project manager project management functions.

Finally as claims processes are fundamental concepts in contract administration, the course examines the most common claims, with an emphasis on claims for variations and delays. The approach to dealing with delivery defects is also addressed. Teaching methods will include interpretation of examples provided.

WHO WILL BENEFIT

This practical introductory course is relevant for those involved with any aspect of the management or administration of contracts, including developing or evaluating contracts, and performing day-to-day contract administration, or interacting directly with those who do – in any industry sector.

"Margaret's inclusiveness and friendliness contributed to the learning experience. Her knowledge on the subject was great."

Project Support Officer, **Queensland Health**

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Catering to meet all your learning needs:

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OUR EXPERT COURSE FACULTY



Margaret André

In 2017 Margaret started her own legal practice after having worked in a boutique law firm that specialised in construction law matters. She has a general interest and sound knowledge of the building and construction sector and is experienced in dispute resolution processes including mediation, adjudication, arbitration and litigation.

Margaret has a strong customer focus and always strives to ensure she is able to add value to her client's business by utilising her wide network base to assist in meeting their needs. With an approachable manner and her flexibility to work with her clients in a timely and cost-effective manner, many of Margaret's clients are referrals from her existing or former clients.

Prior to studying law, Margaret spent over 20 years lecturing adults at TAFE in either a full time or part time role and was regularly required to deliver training in commercial courses at TAFE in the areas of occupational safety and health, project management and business management. As a committed educator, Margaret adopts adult learning principles and endeavors to create an enthusiastic, collaborative and engaging learning environment for all course participants.

Margaret has delivered and written training and assessment material in the areas of contract law, due diligence, security of payments legislation and Australian consumer law for engineers, quantity surveyors, contract administrators and contract managers. Often the training and assessment material is developed after undertaking a training needs analysis to ensure the course content is appropriate and contextualized for the course participants.

As an advocate of lifelong learning, in addition to completing a Bachelor of Laws and a Bachelor of Education in Adult Education, Margaret also successfully completed a Certificate IV in Training and Assessment and a Certificate IV in Occupational Health and Safety.



Sean McCarthy

Prior to the study and practise of law, Sean spent over 20 years in building and construction in various roles featuring project management. He ran his own successful building company in Melbourne for 7 years. Here he navigated contract and site management as well as dealing with planning and regulatory issues.

Over the last decade, Sean has focused on construction, procurement, contracts and general property and commercial law in both his studies and in legal practice. He has been "in-house" legal practitioner for a major ACT government directorate providing advice across all facets of operations, and dealing with infrastructure disputes for the latter part of 2012.

Sean teaches part time at both ANU and the University of Canberra law faculties, and is currently a director at the Society of Construction Law Australia. He has written awarded papers on the role of "ethics" within the construction industry.



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Course Outline

Understanding contract management

- Contract management principles
- Pre-award, award and post-award considerations of contract management from both buyers' and sellers' perspectives
- Detailing the role of the contract manager
- Understanding where contract management fits with the broader organisational goals
- Strategic considerations behind contract management

The importance of contract administration and the implications of getting it wrong

- Contract awareness – What makes a contract?
- Comparing and contrasting the role of a contract manager and a contract administrator
- What's relevant and what's not in terms of your role as an administrator
- The importance of contract administration
- How getting it right can add value
- Examining different types of contractual delivery systems

The contract – A management perspective

- Understanding quoting and tendering to ensure proper process is maintained
- Pre-contractual negotiations – How to use them to ensure your desired risk transfer is achieved
- Contract formation – Various approaches and what to be careful of
- Documentation – Understanding the purpose and importance of various documents that make up a typical set of contract documents
- Contractual interpretation – How to use it to inform sensible contract management decisions

Contract planning and risk management

- Developing the overall management plan for the contract
- Aligning contract planning with established organisational systems
- Evaluating risks
- Using contracts as effective risk management tools and developing strategies for mitigating risk that arise from contracts
- Making the contract effective in practice

The claims process – theory and practice

- Overview of the claims process
- Key points in formulating claims
- Key considerations in valuing claims
- The contract administrator's relationships and responsibilities, and those of the project manager

- The administrators role and limits of authority
- Examining other roles in the contract management network and their associated limits of authority/decision making power (contracts manager, superintendent, project manager, project director, development manager, functional manager etc.)
- The interpersonal communication to make contracts happen
- Ethics in contract management – Are contractual obligations and ethics the same thing?

Contract administration and project management

- The interface between contract administration and project management
- The importance of effective systems for the administration of contracts
- Establishing timelines, lookups and prompts
- Contract compliance: monitoring, reporting and adherence to standards
- Document control and milestone planning
- Developing communication systems within the contract delivery hierarchy

Contract management specific communication skills

- Understanding how effective contract specific communication can facilitate optimum contract delivery and administration outcomes
- Pre award conferences, the benefits and disadvantages
- Pre contract conferences – Their value and how to run them effectively
- Delegating effectively
- Dispute avoidance and resolution-contractual principles and practical procedures

Claims, variations, disagreements and disputes

- Payment claims – The legal principles and the practical procedures
- Variations – Legal principles and practical procedures
- Delays, extensions of time, delay costs and damages – Legal principles and practical aspects of their management
- Defects – The contractual remedies and the practical procedures for ensuring they are realized throughout the course
- Examination, dissection and discussion of case studies
- Throughout the course, participants will interact and work with examples and case studies to identify various points of contract law, contract interpretation and practical contract administration. This is aimed at assisting learning



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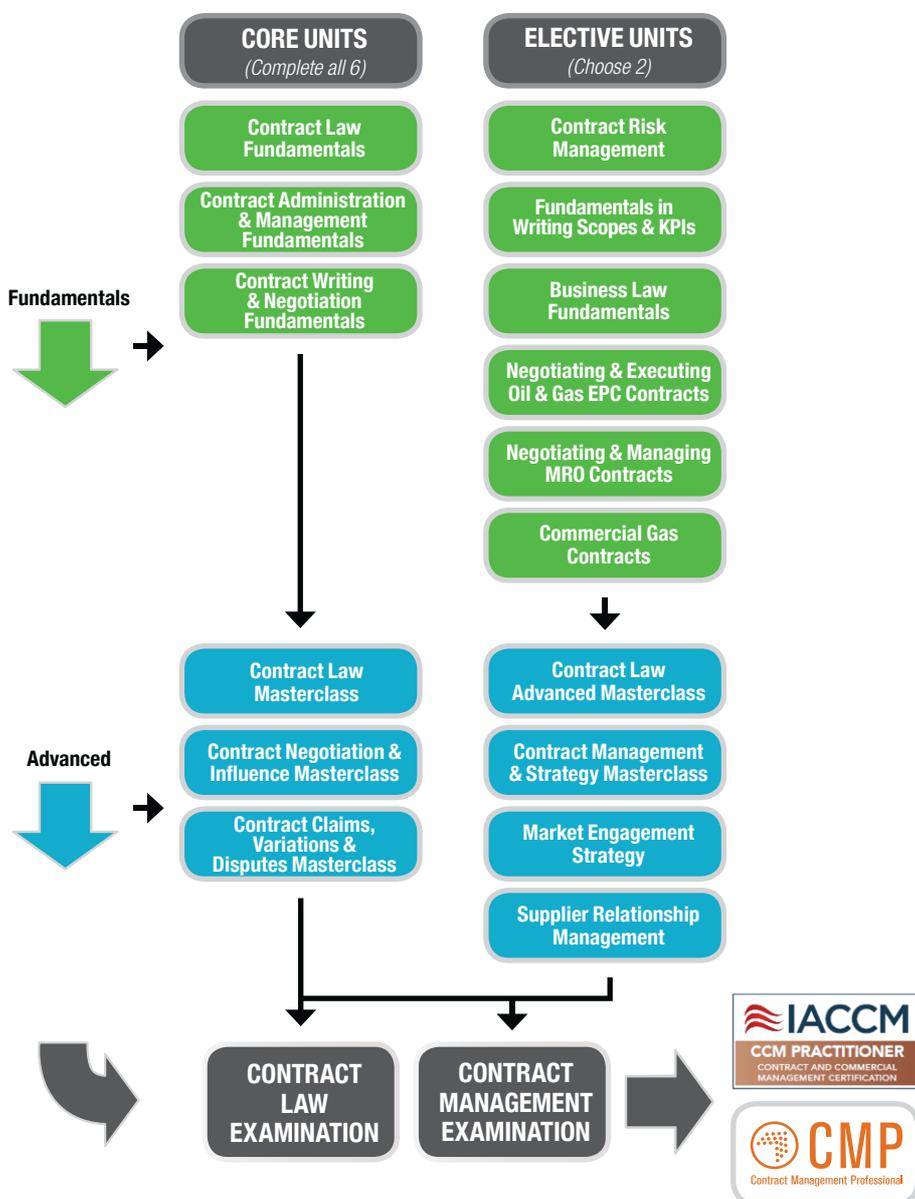
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THE CMP CERTIFICATION FRAMEWORK

The CMP provides a robust method of up-skilling and recognising an individual's expertise and experience in contract management and procurement. Our combination of in-class teaching, facilitation, knowledge based testing and workplace evidence based examinations has been carefully crafted to not only teach knowledge and skills, but to also demonstrate how individuals can apply their knowledge to work based situations. This Certification is recognised by IIBT and IACCM.

Contact us to see how we can help you:

Visit www.informa.com.au/training, email training@informa.com.au or phone **+61 (02) 9080 4395**



Informa Corporate Learning is a Learning Partner of the International Association for Contract and Commercial Management (IACCM), which promotes the international standards and practices for defining and managing trading relationships.

ABOUT IIBT



The International Institute of Business & Technology Aust (IIBT) is a highly respected,

Government approved, Australian provider of higher education and VET programs. Their suite of programs includes a University level **Diploma of Business Administration**, equivalent to the first year of a business related undergraduate degree at Australian Universities. www.iibt.wa.edu.au

THE IIBT / INFORMA CORPORATE LEARNING ALLIANCE

IIBT and Informa Corporate Learning joined together to provide a pathway for those who complete Informa's CMP at the Master level. All CMP Masters will receive Recognised Prior Learning (RPL): 2 units of credit in the 12 month, Higher Education, University level Diploma of Business Administration.

- Business Law (BL101)
- Management in Organisations (MGT101)

***This is a Higher Education Diploma equivalent to first year university NOT a Vocational Education Diploma.**

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4 Easy Ways to Register

- 1 Telephone**
Customer Service Hotline +65 6508 2476
- 2 Email**
sgtraining@informa.com
- 3 Fax**
+65 6508 2407
- 4 Web**
www.informacomm.com.sg/contractadmin

Contract Management & Administration Fundamentals - Live Online Training

Course Codes	Location	Course Dates	Standard Price	4+ Dels Discount
P21GL04SGV	Live Online Training	January 21	SGD 2,076	Great Savings: When you book 4 or more participants! Call us today on +65 6508 2476 or email sgtraining@informa.com to take advantage of the discount offer.
P21GL04SG03V	Live Online Training	August 21	SGD 2,076	
P21GL04SG04V	Live Online Training	November 21	SGD 2,076	

A 7% Goods & Services Tax (GST) is applicable to all Singapore based companies.

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Please photocopy for additional delegates

Payment Method (Please tick):

- I enclose my bankers draft / cheque payable to IBC Asia (S) Pte Ltd
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- Payment by Credit Card. (AMEX, VISA or MasterCard accepted)

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The best way to pay by credit card is through our secure on-line registration process, simply log on to the website at www.informacomm.com.sg/contractadmin and click "Register On-line". If you would prefer to pay over the phone please complete the contact name and details and our Customer Services Team will call within 24 hours to take payment. As we treat your credit card information in the strictest confidence, please do not send payment details by email.

Credit card contact: _____ Department: _____
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PAYMENT TERMS

Payment must be received 10 business days prior to the event. To take advantage of discounts with an expiry date, registration and payment must be received by the cut-off date.

- Payment by bankers draft or cheque in S\$ or US\$ should be made in favour of "IBC Asia (S) Pte Ltd" and mailed to:
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Attn: **The Accounts Receivable Team**
- Payment by bank transfer in S\$ or US\$ made payable to:
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A/C No.:147-059513-001 (S\$)
A/C No.:260-457866-178 (US\$)
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- Payment by Credit Card (AMEX, VISA or MasterCard). The best way to pay by credit card is through our secure portal built into the website. To pay by phone please indicate the contact name and details below and our Customer Services Team will call within 24 hours to take payment. Please do not send credit card information by email.

CANCELLATIONS / SUBSTITUTION

Should you be unable to attend, a substitute delegate is welcome at no extra charge. Cancellations must be received in writing at least 10 business days before the start of the event, to receive a refund less 10% processing fee per registration. The company regrets that no refund will be made available for cancellation notifications received less than 10 business days before the event.

IMPORTANT NOTE

Please quote the name of the delegate, event title and invoice number on the advice when remitting payment. Bank charges are to be deducted from participating organisations own accounts. Please fax your payment details (copy of remittance advice, cheque or draft to +65 6508 2407).

Attendance will only be permitted upon receipt of full payment. Participants wishing to register at the door are responsible to ensure all details are as published. Informa Connect Singapore assumes no further liability or obligation, beyond the refund of the paid registration fee, in the event of postponement or cancellation by Informa Connect Singapore.

DATA PROTECTION

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