



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Negotiation of contracts

Objectives

- Understanding the hierarchy of contract documents.
- Differentiating contractual relationships by understanding the role and responsibilities of each contracting party.
- Draft contracts and supplements according to international standards.
- Apply various contract resources professionally.
- Managing change in contracts according to contract provisions.
- Know the appropriate documentation for claims.
- Investigation and settlement of disputes in accordance with contractual requirements.
- Understand the process and arbitration procedures.
- Preparation of tender documents.
- Negotiation strategy and tactics.

Who Should Attend?

- Contract staff
- Managers
- Counselors
- Professionals responsible for contract execution and contractual claims

Seminar Outline

DAY 1

- The basics of contracts and items common in legal terms.
- Content of contract documents.
- International Contract Forms.
- contract drafting.
- Letters of guarantee, insurance and payments



DAY 2

- Strategic issues.
- Choose Supplier.
- Contract system.
- Factors Affecting Strategy.

DAY 3

- Purpose of the Foundation.
- Documenting tenders.
- Contract award.
- Communications and meetings.
- Edit Contract Formula.

DAY 4

- Communications and meetings.
- Financial arrangements and documentation.
- Styles.
- Records - Contract file.
- Measures.

DAY 5

- Purpose of the Foundation.
- Documenting tenders.
- Contract award.
- Communications and meetings.
- Edit Contract Formula.
- Identify the material to be reviewed.
- Audit Plan - Initial Presentation.
- Checklist of Contract Review Program.



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