

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Contracts Administration

Code	City	hotel	Start	End	price	Language - Hours
PI-348SA	Jeddah	Hotel Meeting Room	2027-08-01	2027-08-05	9950 SR	En - 25

Program Objectives

By the end of the program, participants will be able to:

- Identify problems, principles, definitions and the major steps involved in the contracting process.
- Define ways to develop the scope of work and avoid pitfalls.
- Develop criteria to invite, receive and evaluate tenders.
- Identify administration tools and the roles of Contract Manager/Administrator.
- Discuss ways of using lessons learned to minimize confrontations during implementation and avoid disputes.

This Program is designed for

All those involved in any aspect of preparing, implementing, managing or administering contracts who are committed to prove their dedication to their professional growth. This program is worth 25 NASBA CPEs.

Program Outline

Principles, Definitions and Problems

The Contracting Stages

- Preparation
- Tendering

- Contract Award
- Contract Administration

The Scope of Work

- Main and Sub-Contracts
- Criteria for Evaluation

The Tendering Stage

- Different Pricing Methods
- Pre-Qualification
- E-Auction

Contract Administration

- Partnering
- Problem-Solving versus Confrontation
- Contract Interpretation

Claims and Change Orders

- Legitimate and Not-So-Legitimate Claims
- Variation and Change Orders

Lessons Learned

- How, Who, Where and When

Dispute Resolution

- Negotiation
- Other Procedures

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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