

CONTRACT MANAGEMENT & ADMINISTRATION FUNDAMENTALS

2-Day Training Course: 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



26-27 February 2018	Sydney
26-27 April 2018	Brisbane
24-25 May 2018	Melbourne
30-31 May 2018	Canberra
20-21 June 2018	Perth
20-21 September 2018	Sydney
23-24 October 2018	Melbourne
30-31 October 2018	Adelaide
11-12 December 2018	Perth

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Our Expert Course Faculty



Alana Dowley

Alana offers over 20 years' experience as a lawyer, combining consulting, training and law practice



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



This course is a core unit in the Contract Management Professional Certification.



Informa Corporate Learning is an IACCM Learning Partner.



Use this course to help fulfil your Continuing Professional Development (CPD) educational requirements to retain your professional status.

REGISTER NOW > www.informa.com.au/contractadmin

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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.

"I like Alana's manner, it was very comforting and easy to understand the different examples. Alana is very knowledgeable and shared her knowledge and experience in a way that kept us interested, entertained, yet gave us the tools to take away from the course."

Contracts Administrator, **Chevron**

"Very enjoyable course. Was interesting and useful throughout. Time went quickly and learnt a lot. Liked the approach encouraging a lot of discussion and real examples from the group as well as real examples from Sean's own workplace."

Contract Analyst, **SA Water**

OUR EXPERT COURSE FACULTY



Alana Dowley

Alana is the Legal Services Director of Encore Legal Pty Ltd. After several years in practice, Alana recognised that most disputes could and should have been averted before reaching lawyers. Therefore, she began training industry groups and revolutionised legal service delivery to adopt a more mentoring and consulting model.

Alana runs training courses in contract law, contract management and dispute resolution - recognising that up-skilling in these industries is a crucial part of service provision that has been long neglected by the legal profession.

The consulting and mentoring that Alana and her team offer to clients also includes advice on tenders, contracts, claims and disputes. Alana endeavours to impart knowledge, understanding, systems technology and expert advice into industry to improve the standard of contract management to increase efficiency, promote good practice and minimise costly disputes.



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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2-Day 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 administrator's 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

Would You Like To Run This Course On-Site?

Informa Corporate Learning: On-site & Customised Training

If you have **8+** interested people, an onsite course can be an ideal solution. Speak with **Holly Baldwin** on **+61 (02) 9080 4454** to discuss your customised learning solution, or email

training@informa.com.au

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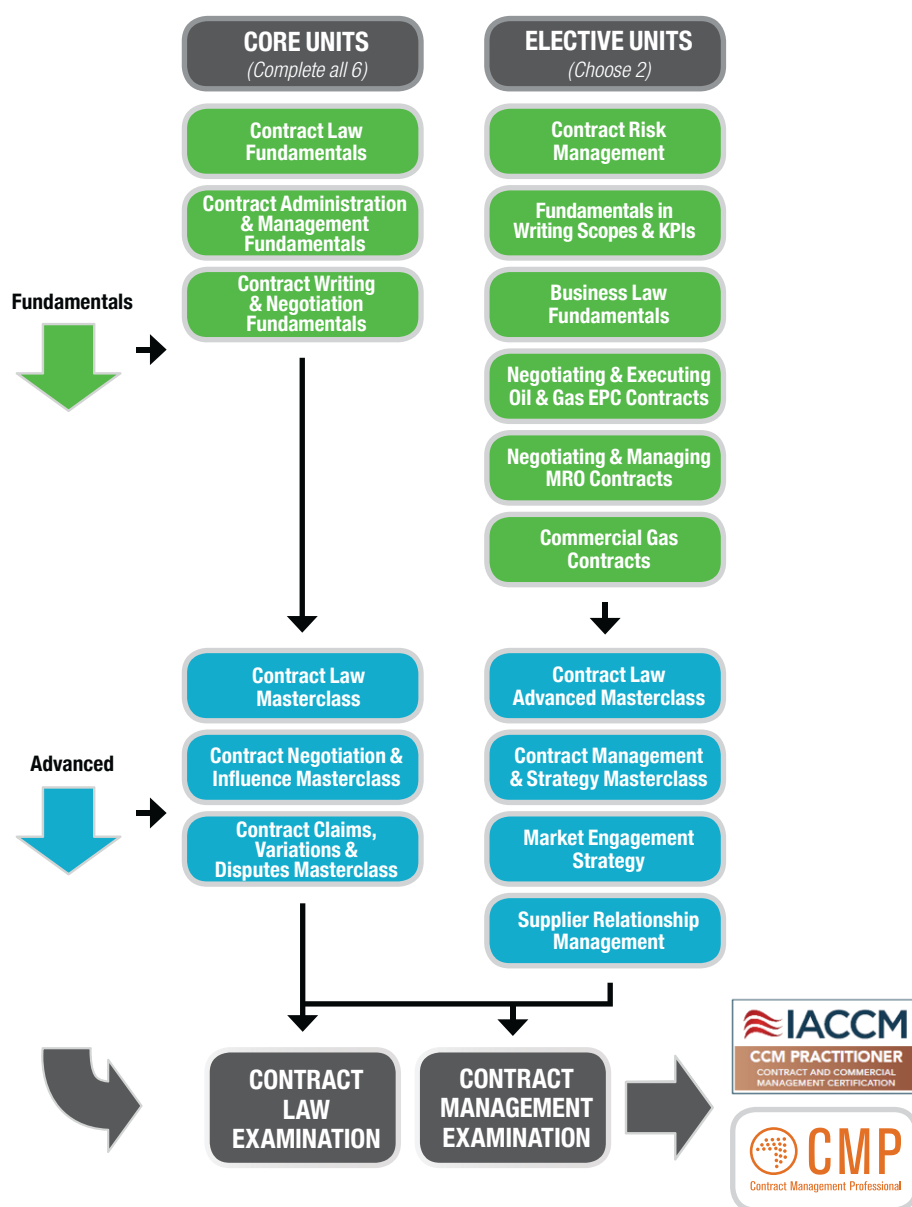
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THE CMP CERTIFICATION FRAMEWORK

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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2 Telephone
+61 (02) 9080 4395

3 Email
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Quote P18GL04 when you register.

Contract Management & Administration Fundamentals

	Location	Course Dates	Super Early Bird price valid until SY - 19 Jan 18 BR - 16 Mar 18 ME - 13 Apr 18 CA - 20 Apr 18 PE - 11 May 18 SY2 - 10 Aug 18 ME2 - 14 Sep 18 AD - 21 Sep 18 PE2 - 2 Nov 18	Early Bird price valid until SY - 9 Feb 18 BR - 6 Apr 18 ME - 4 May 18 CA - 11 May 18 PE - 1 Jun 18 SY2 - 31 Aug 18 ME2 - 5 Oct 18 AD - 12 Oct 18 PE2 - 23 Nov 18	Standard price valid after SY - 9 Feb 18 BR - 6 Apr 18 ME - 4 May 18 CA - 11 May 18 PE - 1 Jun 18 SY2 - 31 Aug 18 ME2 - 5 Oct 18 AD - 12 Oct 18 PE2 - 23 Nov 18	4+ Dels Discount
P18GL04SY	Sydney	26-27 Feb 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04BR	Brisbane	26-27 Apr 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04ME	Melbourne	24-25 May 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04CA	Canberra	30-31 May 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04PE	Perth	20-21 Jun 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04SY2	Sydney	20-21 Sep 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04ME2	Melbourne	23-24 Oct 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04AD	Adelaide	30-31 Oct 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60
P18GL04PE2	Perth	11-12 Dec 18	\$2,495 + \$249.50 GST \$2,744.50	\$2,695 + \$269.50 GST \$2,964.50	\$2,795 + \$279.50 GST \$3,074.50	\$2,156 + \$215.60 GST \$2,371.60

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Informa Corporate Learning – On-site & Customised Training

Informa Corporate Learning has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants.

If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs.

Why Choose On-site With Informa Corporate Learning?

- 1. Custom design** – Together, we will identify the best blended learning solution for your culture, your people and your training objectives.
- 2. Quality Assured** – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution.
- 3. On-site training** is a cost effective way to train your people and achieve your defined outcomes.

Our Long Standing Clients Include:

Transport NSW, Origin Energy, Electricity Generating Authority of Thailand (EGAT), ActewAGL, Ajilon, Arrow Energy, Barrick, Chevron Australia, Coffey International, ConocoPhillips, Dalrymple Bay Coal Terminal, Department of Education, ENI Australia, Fortescue Metals Group, IBM, Jemena, Office of the National Rail Safety Regulator, Pacific National, PT Freeport, Public Transport Authority – WA, QGC – BG Group, Rio Tinto, UBS, Woodside, IP Australia, ANU, Health Purchasing Victoria, Telstra, Queensland Rail, EY, Litmus Group and more...

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