

EFFECTIVE PROJECT CONTRACTING

"Managing Contracts to Maximize Project Success and Minimize Risk"

Schedule

Date	Venue	Fees (Face-to-Face)
26 - 27 Feb 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
21 - 22 Apr 2026	Doha, Qatar	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Contracts are at the heart of project delivery—defining responsibilities, allocating risks, and setting expectations between parties. Ineffective contracting can lead to disputes, delays, cost overruns, and project failure. To deliver successful outcomes, professionals must understand how to structure, negotiate, and manage project contracts effectively.

This 2-day course delivers a practical framework for contracting across the project lifecycle. From drafting and risk allocation to contract execution and performance management, participants will gain the knowledge and tools needed to ensure contracts support project success and stakeholder alignment.

Objectives

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

- Understand key principles of project contracting and contract types
- Draft and interpret critical contract clauses
- Allocate and mitigate risks through effective contract structures
- Manage contract performance and deal with variations and claims
- Ensure compliance and communication throughout contract execution

Why Attend

- Improve project results by mastering the contracting process
- Learn how to reduce contract-related disputes and delays
- Gain confidence in managing contract negotiations and obligations
- Understand how to align contracts with project scope, time, and budget
- Build better collaboration between project and legal/commercial teams

Target Audience

This program is designed for:

- Project managers and engineers
- Procurement and contract professionals
- Legal and compliance personnel
- Construction, infrastructure, and EPC stakeholders
- Anyone involved in drafting, reviewing, or managing project contracts

Individual Benefits

Key competencies that will be developed include:

- Clear understanding of different contract models (lump sum, EPC, cost-plus, FIDIC)
- Practical skills in drafting and negotiating key clauses
- Familiarity with claims management and dispute resolution
- Ability to align contract terms with project delivery objectives
- Risk-based thinking in contract review and execution

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced exposure to contractual risks and liabilities
- Stronger project control through clearly defined obligations
- Faster issue resolution and fewer disputes
- Better alignment between project, legal, and procurement teams
- Enhanced value from supplier and contractor relationships

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Project contract lifecycle and governance
- Case Studies - Contractual disputes and lessons learned
- Workshops - Clause drafting, risk allocation, and claim handling
- Peer Exchange - Industry-specific contract management challenges
- Tools - Clause templates, checklists, and contract risk matrices

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 07:30 AM – 03:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Contract Planning, Drafting & Risk Allocation

- Module 1: Foundations of Project Contracting (07:30 – 09:30) • Contract lifecycle in project environments • Types of project delivery models and associated contracts • Roles and responsibilities of contract stakeholders
- Module 2: Contract Structure and Key Clauses (09:45 – 11:15) • Scope definition, milestones, and deliverables • Payment terms, warranties, and liability limitations • Force majeure, change orders, and variations
- Module 3: Risk Allocation and Contract Strategy (11:30 – 01:00) • Identifying and allocating project risks through contracts • Use of insurance, performance bonds, and indemnities • Contract risk review process
- Module 4: Workshop – Drafting and Reviewing Contract Clauses (02:00 – 03:30) • Participants analyze and improve a sample contract

Day 2: Contract Execution, Performance & Disputes

- Module 1: Managing Contract Performance (07:30 – 09:30) • Monitoring deliverables and compliance • Communication protocols and documentation • Tools for performance tracking and reporting
- Module 2: Variations, Claims, and Amendments (09:45 – 11:15) • Types of claims: delay, disruption, scope creep • Change control procedures and claim resolution techniques • Case examples of variation handling
- Module 3: Dispute Resolution and Closure (11:30 – 01:00) • Negotiation, mediation, arbitration, and litigation options • Contract close-out procedures and lessons learned • Post-project contract reviews
- Module 4: Final Workshop – Contract Risk & Dispute Simulation (02:00 – 03:30) • Teams role-play contract risk scenarios and dispute resolution

Certification

Participants will receive a Certificate of Completion in Effective Project Contracting, validating their ability to manage project contracts confidently, reduce risk, and support successful project outcomes through best-practice contracting principles.

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