

CONTRACT PLANNING & DISPUTE MANAGEMENT FOR PROJECT & CONTRACT MANAGERS

“Ensuring Contractual Clarity, Risk Mitigation, and Effective Resolution of Disputes”

Schedule

Date	Venue	Fees (Face-to-Face)
17 - 19 Feb 2026	Manama, Bahrain	USD 2495 per delegate
19 - 21 Aug 2026	Dubai, UAE	USD 2495 per delegate
22 - 24 Dec 2026	Doha, Qatar	USD 2495 per delegate

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

Introduction

In complex projects, unclear contracts and unmanaged expectations often lead to disputes, delays, and cost escalations. Effective contract planning combined with proactive dispute management is essential for safeguarding project success and stakeholder relationships.

This three-day course equips project and contract professionals with tools to plan, negotiate, and manage contracts effectively while anticipating and resolving disputes constructively. Participants will explore contract lifecycle planning, risk allocation, dispute resolution mechanisms, and claim prevention strategies aligned with best practices and international standards.

Objectives

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

- Understand key elements of contract planning and administration in projects
- Identify common sources of contractual disputes and how to mitigate them
- Apply dispute avoidance and resolution techniques, including negotiation and ADR
- Draft clear contract terms that reduce ambiguity and enhance enforceability
- Manage claims, variations, and contractual obligations effectively

Why Attend

- Learn to structure contracts that minimize disputes and maximize performance
- Avoid common pitfalls in contract execution and communications
- Gain practical tools for analyzing claims and responding strategically
- Understand your legal and commercial position before disputes escalate
- Strengthen collaboration between legal, commercial, and project teams

Target Audience

This program is designed for:

- Project managers and engineers involved in contract execution
- Contract administrators, legal advisors, and procurement professionals
- Commercial, planning, and claims management personnel
- Consultants and client representatives overseeing project delivery
- Anyone involved in contract negotiation, monitoring, or dispute resolution

Individual Benefits

Key competencies that will be developed include:

- Contract planning and lifecycle management
- Risk analysis and allocation techniques
- Dispute resolution and negotiation skills
- Claims prevention, documentation, and response strategies
- Legal awareness in a project and contracting context

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract performance and fewer disputes
- Stronger legal compliance and commercial positioning
- Reduced risk exposure through proactive contract planning
- Enhanced claim management and dispute avoidance capabilities
- Increased alignment between contract terms and project realities

Instructional Methodology

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

- Strategy Briefings - Best practices in contract formation, administration, and dispute handling
- Case Studies - Real-world examples of dispute triggers and successful resolution strategies
- Workshops - Practical exercises in risk allocation, variation assessment, and claim writing
- Peer Exchange - Interactive dialogue on contract issues across industries
- Tools - Templates for contract risk matrices, claim logs, and dispute registers

Course Outline

Detailed 3-Day Course Outline

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

Day 1: Contract Planning and Risk Allocation

- Module 1: Overview of Contract Lifecycle (07:30 – 09:30) • Stages: concept, planning, execution, close-out • Contract types and delivery methods (Lump Sum, EPC, BOT, etc.) • Role of project planning in contract strategy
- Module 2: Key Elements of Contract Planning (09:45 – 11:15) • Scope definition, deliverables, and responsibilities • Risk allocation and pricing strategy • Contract documentation and change control
- Module 3: Risk Analysis in Contracts (11:30 – 01:00) • Risk registers and risk sharing models • Force majeure, indemnity, and liquidated damages • Role of insurance and guarantees
- Module 4: Workshop – Planning a Contract Structure (02:00 – 03:30) • Group activity to map contract elements to project goals

Day 2: Contract Execution and Claim Management

- Module 1: Managing Contractual Obligations (07:30 – 09:30) • Monitoring performance and deliverables • Communication protocols and reporting obligations • Coordination between commercial and technical teams
- Module 2: Variations and Claims (09:45 – 11:15) • Scope change handling and documentation • Types of claims: delay, disruption, acceleration • Claim entitlement and substantiation
- Module 3: Claim Writing and Documentation (11:30 – 01:00) • Structuring a claim submission • Common errors in claim preparation • Employer responses and counterclaims
- Module 4: Workshop – Analyzing a Variation Claim (02:00 – 03:30) • Hands-on case study and group analysis

Day 3: Dispute Avoidance and Resolution

- Module 1: Causes and Prevention of Disputes (07:30 – 09:30) • Miscommunication, ambiguity, and late decision-making • Preventive techniques: partnering, early warnings, audits • Importance of records and documentation
- Module 2: Dispute Resolution Mechanisms (09:45 – 11:15) • Negotiation, mediation, adjudication, arbitration, litigation • Contractual dispute resolution clauses • Selecting the right method for the issue
- Module 3: Managing Disputes Effectively (11:30 – 01:00) • Dispute escalation and communication protocols • Legal strategy vs commercial settlement • Avoiding dispute fatigue and maintaining relationships
- Module 4: Final Review and Action Planning (02:00 – 03:30) • Participant implementation planning • Course summary and Q&A • Certificate distribution and close-out

Certification

Participants will receive a Certificate of Completion in Contract Planning & Dispute Management for Project & Contract Managers, validating their ability to proactively manage contracts, reduce disputes, and resolve claims within project and commercial environments.

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