

CLAIMS ANALYSIS, EVALUATION, PREPARATION & RESOLUTION

"Mastering the Lifecycle of Contract Claims from Cause to Closure"

Schedule

Date	Venue	Fees (Face-to-Face)
08 - 12 Jun 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

In complex construction and engineering projects, claims are often inevitable due to design changes, delays, unforeseen conditions, or contractual misunderstandings. Successfully managing these claims requires a solid understanding of contractual rights, claim preparation methodologies, and dispute resolution strategies.

This 5-day course provides participants with the knowledge and practical tools to analyze, evaluate, prepare, and resolve claims across the contract lifecycle. Using real-world examples and case studies, participants will explore root cause identification, delay analysis techniques, quantum assessment, legal frameworks, and negotiation tactics for claim resolution. The training is grounded in international standards such as FIDIC, NEC, and common law principles.

Objectives

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

- Identify typical causes of claims in construction and commercial contracts
- Analyze entitlement, causation, and quantum for valid claims
- Prepare well-structured and persuasive claim submissions
- Evaluate received claims using evidence and contractual provisions
- Apply dispute resolution methods including negotiation, mediation, and arbitration

Why Attend

- Reduce financial and reputational risk from poorly managed claims
- Improve your ability to prevent, mitigate, and defend against disputes
- Gain practical knowledge of delay analysis and claim quantification
- Strengthen your negotiation position with defensible claim documents
- Enhance compliance with contract law, standards, and best practices

Target Audience

This program is designed for:

- Contract managers and administrators
- Project managers and engineers
- Construction and commercial managers
- Procurement and legal professionals
- Consultants and claims specialists

Individual Benefits

Key competencies that will be developed include:

- Contractual interpretation and risk identification
- Claims preparation techniques (narrative, delay, cost)
- Evidence gathering and document management
- Dispute avoidance and resolution mechanisms
- Effective negotiation and communication in claims

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract management and risk control practices
- Reduced project delays and cost overruns related to claims
- Higher success rate in claim resolution and cost recovery
- Stronger compliance with contractual and legal frameworks
- Enhanced collaboration among legal, commercial, and project teams

Instructional Methodology

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

- Expert Briefings – Contract law, FIDIC clauses, and claim frameworks
- Case Studies – Real disputes and resolution lessons from global projects
- Hands-On Workshops – Claim drafting, delay analysis, and quantum calculation
- Role-Play Sessions – Negotiation and mediation simulations
- Tools & Templates – Claim checklists, templates, and evaluation matrices

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Contractual Foundations and Claim Triggers

- Module 1: Understanding the Legal Basis for Claims (07:30 - 09:30) • Contract law principles and claim types • Standard forms (FIDIC, NEC) and key clauses
- Module 2: Common Causes of Claims (09:45 - 11:15) • Delays, variations, disruptions, force majeure, etc. • Practical contract risk mapping
- Module 3: Entitlement and Liability Assessment (11:30 - 01:00) • Causation and breach analysis • Evidence documentation and notice requirements
- Module 4: Workshop - Identify Potential Claims from Case Files (02:00 - 03:30) • Review real contract scenarios for entitlement

Day 2: Delay Analysis and Claim Structuring

- Module 5: Delay Analysis Techniques (07:30 - 09:30) • Critical path method (CPM), time impact analysis (TIA) • As-planned vs as-built
- Module 6: Claim Structuring and Documentation (09:45 - 11:15) • Typical claim components: cause, effect, entitlement, quantum • Evidence collection and timeline mapping
- Module 7: Extension of Time (EOT) Claims (11:30 - 01:00) • Eligibility and concurrent delays • Float ownership and time bars
- Module 8: Workshop - Develop a Delay Claim Submission (02:00 - 03:30) • Practice writing an EOT claim section

Day 3: Quantifying Claims and Cost Recovery

- Module 9: Evaluating the Quantum (07:30 - 09:30) • Costs types: direct, indirect, overheads, loss of profit • Pricing variations and disruption costs
- Module 10: Supporting Financial Evidence (09:45 - 11:15) • Cost records, timesheets, site diaries, procurement logs • Evidential requirements under various contracts
- Module 11: Claims for Prolongation, Disruption & Acceleration (11:30 - 01:00) • Methods to prove and value such claims • Pacing and mitigation considerations
- Module 12: Workshop - Prepare a Quantum Justification (02:00 - 03:30) • Calculation and layout of cost substantiation

Day 4: Responding to and Resolving Claims

- Module 13: Claim Evaluation and Review Process (07:30 - 09:30) • Responding to claims: approval, rejection, negotiation • Use of independent experts and evaluators
- Module 14: Dispute Avoidance Techniques (09:45 - 11:15) • Risk registers, early warning systems, partnering workshops • Role of contract administration in dispute prevention
- Module 15: Dispute Resolution Mechanisms (11:30 - 01:00) • Negotiation, mediation, adjudication, arbitration, litigation • Dispute resolution boards (DRBs) and contractual escalation
- Module 16: Simulation - Evaluate and Negotiate a Live Claim (02:00 - 03:30) • Group role-play using a real-world scenario

Day 5: Best Practices and Integrated Strategy

- Module 17: Claim Strategy and Management Planning (07:30 - 09:30) • Proactive claim preparation and defense frameworks • Integrating claim strategy with project lifecycle
- Module 18: Documentation and Audit Readiness (09:45 - 11:15) • Claim logs, correspondence trails, and document control • Audit checklist for defensible claims
- Module 19: Final Case Study - Lifecycle of a Major Claim (11:30 - 01:00) • Group analysis and presentation
- Module 20: Final Exam, Review & Certification (02:00 - 03:30) • Knowledge check and wrap-up discussion

Certification

Participants will receive a Certificate of Completion in Claims Analysis, Evaluation, Preparation & Resolution, validating their ability to manage claims throughout the contract lifecycle with legal, technical, and commercial competence.

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