

**COURSE OVERVIEW CM0036**  
**Contract Administration & Negotiation Skills**

**Course Title**

Contract Administration & Negotiation Skills

**Course Date/Venue**

September 02-06, 2024/Fujairah Meeting Room,  
 Grand Millennium Al Wahda Hotel, Abu Dhabi,  
 UAE

**Course Reference**

CM0036



**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



Contracts are the basic structure of all business relationships, whether they are for the construction of a major new facility, or the supply of stationery, the terms and the management of the contract itself are critical to the success of all companies. As such, contracts touch every aspect of business life, and it is important that all staff (whether directly involved in contract management or not) understand how they operate, particularly in an international context.



This course aims at providing the participants with precise look to understand the effective purchasing process and the strategic role of contract management, the contract negotiation, the contracting process, from tendering to award through planning and management to close out and resolution of disputes.

The course is designed to provide participants with a detailed and up-to-date overview of mastering contract preparation, negotiation and administration techniques. It covers the contract preparation and formalization techniques; the complex contractual terms; and some tactics that are used during contract negotiations.

Further, the course will also discuss the role and significance of specific core clauses in the contract and how they can provide robust positions when entering contractual relationships with suppliers; the legislative requirements and legal aspects of commercial contract preparation and formalization; the contractual claims and changing orders in order to avoid disputes and legal issues; the most common contract risks in the oil and gas industry and how to best address them; the contracting methods and techniques and developing contract pricing agreements; the uncertainty, risk and performance measurements; and the important contractual terms.

During this interactive course, participants will learn the elements of contract negotiation, the basic techniques for negotiation and preparatory work for negotiation; the different stages of negotiations and their relevant interventions; setting out negotiation style/pattern according to negotiation environment; managing contractor's performance; and the anti-corruption measures in petroleum industry contracts.

### **Exclusive Smart Training Kit - H-STK®**



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

### **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on mastering contract preparation, negotiation and administration techniques
- Carryout contract preparation and formalization techniques
- Interpret complex contractual terms
- Discover some of the tactics that are used during contract negotiations
- Demonstrate understanding of the role and significance of specific core clauses in the contract and how they can provide robust positions when entering contractual relationships with suppliers
- Appreciate the legislative requirements and legal aspects of commercial contract preparation and formalization
- Identify and avoid causes for contractual claims and change order
- Negotiate contractual claims and change orders in order to avoid disputes and legal issues
- Identify the most common contract risks in the oil and gas industry and how to best address them
- Carryout contracting methods and techniques and develop contract pricing agreements
- Recognize uncertainty, risk and performance measurements
- Identify the important contractual terms and express and implied terms

- List the elements of contract negotiation and apply basic techniques for negotiation and preparatory work for negotiation
- Conduct negotiation and recognize the different stages of negotiations and their relevant interventions
- Set out negotiation style/pattern according to negotiation environment
- Manage contractor's performance and implement anti-corruption measures in petroleum industry contracts

### **Who Should Attend**

This course provides an overview of all significant aspects and consideration of mastering contract preparation, negotiation and administration techniques for commercial employees, contracts engineers and procurement officers with a precise look to understand the strategic role of negotiation skills in order for them to maintain high standards in contract, procurement negotiations and administration and learn how to handle disputes and claims.

### **Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### **Course Fee**

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### **Accommodation**


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

**Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.



**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Konstantin Zorbalas, MSc, BSc, is a Senior Contracts & Management Consultant with over 25 years of extensive experience. His expertise lies extensively in the areas of Effective Contract Management, Contract Negotiation, Contract Administration, Contracts & Risk Management, Office Management & Administration Skills, Contracts & Procurement, Contracts and Tendering, Time & Stress Management, Contract Standards & Laws, Dispute Resolution**

**& Risk Identification, Management of International Contracts, Crisis Management, Strategic Human Resources Management, Change Management, FIDIC Contract, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Contract Negotiation Foundations, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Motivation Skills, Inventory Management and Financial Administration, Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Leadership, Communication & Negotiation, Project Quality Management, Project Scheduling & Cost Control, Project Risk Management, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Tender Development, Value Engineering, Negotiation Strategies & Techniques, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills.**

During his career life, Mr. Zorbalas worked as a **Senior Engineering & Projects Manager, Project Manager, Procurement & Contracts Manager, Senior Production Engineer, Well Completion Specialist, Production Manager, Technical Manager, Trainer, Technical Supervisor & Contracts Manager, Production Engineer, Production Supervisor, Production Technologist, Technical Specialist, Business Development Analyst, Field Production Engineer and Field Engineer.** He worked for many **world-class oil/gas companies** such as **ZADCO, ADMA-OPCO, Oilfield International Ltd, Burlington Resources (later acquired by Conoco Phillips), MOBIL E&P, Saudi Aramco, Pluspetrol E&P SA, Wintershall, Taylor Energy, Schlumberger, Rowan Drilling and Yukos EP** where he was in-charge of the **design and technical analysis** of a gas plant with capacity **1.8 billion m3/yr gas**. His achievements include **boosting oil production 17.2% per year** since 1999 using **ESP and Gas Lift systems**.

Mr. Zorbalas has **Master's and Bachelor's degree in Petroleum Engineering** from the **Mississippi State University, USA**. Further, he is an **SPE Certified Petroleum Engineer, Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, an active member of the **Society of Petroleum Engineers (SPE)** and has numerous scientific and technical publications and delivered innumerable training courses, seminars and workshops worldwide.



**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Monday, 02<sup>nd</sup> of September 2024**

|             |   |
|-------------|---|
| 0730 - 0800 | Registration & Coffee   |
| 0800 - 0815 | Welcome & Introduction  |
| 0815 - 0830 | <b>PRE-TEST</b>   |
| 0830 - 0930 | <b>Introduction to Contract Preparation, Negotiation &amp; Administration</b> |
| 0930 - 0945 | Break   |
| 0945 - 1100 | <b>Contracting Methods &amp; Techniques</b>                                   |
| 1100 - 1230 | <b>Contract Preparation &amp; Formalization Techniques</b>                    |
| 1230 - 1245 | Break   |
| 1245 - 1420 | <b>Developing Contract Pricing Agreements</b>                                 |
| 1420 - 1430 | <b>Recap</b>  |
| 1430        | Lunch & End of Day One  |

**Day 2: Tuesday, 03<sup>rd</sup> of September 2024**

|             |   |
|-------------|---|
| 0730 - 0930 | <b>Uncertainty, Risk &amp; Performance Measurements</b> |
| 0930 - 0945 | Break   |
| 0945 - 1100 | <b>Important Contractual Terms</b>                      |
| 1100 - 1230 | <b>Express &amp; Implied Terms</b>                      |
| 1230 - 1245 | Break   |
| 1245 - 1420 | <b>Interpret Complex Contractual Terms</b>              |
| 1420 - 1430 | <b>Recap</b>  |
| 1430        | Lunch & End of Day Two                                  |

**Day 3: Wednesday, 04<sup>th</sup> of September 2024**

|             |   |
|-------------|---|
| 0730 - 0930 | <b>Elements of Contract Negotiation (Goals, Process, Principles of Exchange, Assessing the Other Parties, etc.)</b> |
| 0930 - 0945 | Break   |
| 0945 - 1100 | <b>Basic Techniques for Negotiation</b>   |
| 1100 - 1230 | <b>Preparatory Work for Negotiation</b>   |
| 1230 - 1245 | Break   |
| 1245 - 1330 | <b>Conducting the Negotiation</b>   |
| 1330 - 1420 | <b>Different Stages of Negotiations &amp; their Relevant Interventions</b>  |
| 1420 - 1430 | <b>Recap</b>  |
| 1430        | Lunch & End of Day Three  |

**Day 4: Thursday, 05<sup>th</sup> of September 2024**

|             |  |
|-------------|--|
| 0730 - 0830 | <b>Set Out Negotiation Style/Pattern According to Negotiation Environment</b>  |
| 0830 - 0930 | <b>Tactics that are Used During Contract Negotiations</b>  |
| 0930 - 0945 | Break  |
| 0945 - 1100 | <b>Role &amp; Significance of Specific Core Clauses in the Contract &amp; how they can Provide Robust Positions when Entering Contractual Relationships with Suppliers</b> |
| 1100 - 1230 | <b>Legislative Requirements &amp; Legal Aspects of Commercial Contract Preparation &amp; Formalization</b>   |
| 1230 - 1245 | Break  |
| 1245 - 1420 | <b>Managing Contractor's Performance</b>   |
| 1420 - 1430 | <b>Recap</b>   |
| 1430        | Lunch & End of Day Four  |





**Day 5: Friday, 06<sup>th</sup> of September 2024**

|             |  |
|-------------|--|
| 0730 - 0915 | <i>Contractual Claims &amp; Change Orders</i>                                      |
| 0915 - 0930 | <i>Break</i>   |
| 0930 - 1100 | <i>Contract Disputes &amp; Legal Issues</i>  |
| 1100 - 1230 | <i>Contract Risks in the Oil &amp; Gas Industry &amp; how to Best Address them</i> |
| 1230 - 1245 | <i>Break</i>   |
| 1245 - 1345 | <i>Anti-Corruption Measures in Petroleum Industry Contracts</i>                    |
| 1345 - 1400 | <i>Course Conclusion</i>   |
| 1400 - 1415 | <b>POST-TEST</b>   |
| 1415 - 1430 | <i>Presentation of Course Certificates</i>   |
| 1430        | <i>Lunch &amp; End of Course</i>   |

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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