

**Regional Center for Consulting & Training**



**5 Days External Training Course:  
Mastering Contracts & Claims Management:  
Advanced Practices for Professionals**

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Regional Center for Training & Consulting Invite You To Participate With Us  
Throw Our Special Training Course As Under Below Details:

Name	<b>Mastering Contracts &amp; Claims Management: Advanced Practices for Professionals</b>			
Period	Start	End	Location	Fees
5 Days	08/09/2025	12/09/2025	Four Points by Sheraton Josun, Seoul Myeongdong, Seoul, South Korea	1900 KD
	06/10/2025	10/10/2025		
	03/11/2025	07/11/2025		

### Course Overview

This advanced training program is specifically designed for experienced professionals working in contract administration, claims management, and project delivery. It provides a comprehensive and practical framework for managing complex contracts, drafting and defending claims, and resolving disputes efficiently.

Participants will gain cutting-edge knowledge in interpreting contractual provisions, preparing evidence-based claims, applying global best practices (FIDIC, NEC, EPC, PPP), and developing preventive strategies to minimize disputes. The course is highly interactive, combining advanced case studies, workshops, and negotiation simulations to ensure practical mastery.

### Course Objectives

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

- Analyze, interpret, and manage complex contract clauses effectively.
- Draft and present professional claims supported by robust evidence.
- Apply advanced global standards in contracts and claims (FIDIC, NEC, PPP, EPC).
- Master negotiation strategies and dispute resolution mechanisms.
- Develop preventive systems to reduce disputes and strengthen project outcomes.
- Enhance professional credibility and establish authority in contract & claims management.

### Training Methodology

Case Studies from International Mega Projects.

Workshops on Contract Analysis & Claims Drafting.

Role-Play Negotiations & Dispute Scenarios.

Group Discussions & Peer-to-Peer Learning.

Practical Exercises using Real Contract Documents.



## **DETAILS & OUTLINE**

### **Day 1 – Advanced Framework of Contracts**

- Comparative analysis of major contract types (FIDIC, NEC, EPC, PPP, BOT).
- Risk allocation and its impact on disputes and claims.
- Key clauses: Variations, Suspension, Termination, Force Majeure, Liquidated Damages.
- Contractual obligations vs. commercial objectives.
- The role of contract administration in minimizing disputes.
- Case Study: Contract mismanagement leading to arbitration.

### **Day 2 – Claims Management: Concepts & Strategies**

- Understanding claim entitlement: contractual and legal bases.
- Types of claims: Extension of Time (EoT), Prolongation Costs, Disruption, Acceleration, Variation claims.
- Delay analysis techniques (CPM, Time Impact Analysis, Windows Analysis).
- Evidencing claims: documentation, project records, and correspondence.
- Proactive vs. reactive claim management strategies.
- Workshop: Identifying claims in real project scenarios.

### **Day 3 – Drafting & Presenting Professional Claims**

- Structure of a professional claim submission: Statement of Claim, Facts, Entitlement, Quantum.
- Role of contemporaneous records in strengthening claims.
- Drafting persuasive claim letters and supporting documentation.
- Quantification of claims: Cost, Time, and Damages.
- Common pitfalls in claims preparation and how to avoid them.
- Group Exercise: Drafting a Time Extension claim with substantiation.

### **Day 4 – Negotiation & Dispute Resolution**

- Principles of effective contract negotiations.
- Stakeholder psychology and power dynamics in claims negotiation.
- ADR methods: Mediation, Dispute Adjudication Boards (DAB), Arbitration.
- Arbitration procedures: From Notice of Arbitration to Final Award.
- Cross-cultural challenges in international contract negotiations.
- Role Play: Multi-party negotiation of a complex construction claim.
- Case Study: Landmark arbitration cases and their lessons learned.

### **Day 5 – Global Best Practices & Preventive Systems**

- Global trends in contract and claims management.
- Benchmarking best practices from leading international projects.
- Integrating claims management with project controls (schedule, cost, and risk).
- Developing early warning systems for claims prevention.
- Contract administration checklists for dispute avoidance.
- Building organizational capacity in contracts & claims management.
- Final Workshop: Drafting a corporate "Claims Prevention & Management Framework."



## Program Structure

Day	Name	Topics of Training Day
<b>Training Day Usually (Starting From 9:00 AM To 2:30 PM)</b> <b>First Break From 11:00 AM To 11:30 AM &amp; Second Break From 1:00 PM To 1.15 PM</b> <b>End Training Day At 2:30 PM</b>		
<b>One</b>	<b>Monday</b>	<u><b>Advanced Framework of Contracts:</b></u> <ul style="list-style-type: none"> <li>- Comparative analysis of major contract types (FIDIC, NEC, EPC, PPP, BOT).</li> <li>- Risk allocation and its impact on disputes and claims.</li> <li>- Key clauses: Variations, Suspension, Termination, Force Majeure, Liquidated Damages.</li> <li>- Contractual obligations vs. commercial objectives.</li> <li>- The role of contract administration in minimizing disputes.</li> <li>- Case Study: Contract mismanagement leading to arbitration.</li> </ul>
<b>Two</b>	<b>Tuesday</b>	<u><b>Claims Management: Concepts &amp; Strategies:</b></u> <ul style="list-style-type: none"> <li>- Understanding claim entitlement: contractual and legal bases.</li> <li>- Types of claims: Extension of Time (EoT), Prolongation Costs, Disruption, Acceleration, Variation claims.</li> <li>- Delay analysis techniques (CPM, Time Impact Analysis, Windows Analysis).</li> <li>- Evidencing claims: documentation, project records, and correspondence.</li> <li>- Proactive vs. reactive claim management strategies.</li> <li>- Workshop: Identifying claims in real project scenarios.</li> </ul>
<b>Three</b>	<b>Wednesday</b>	<u><b>Drafting &amp; Presenting Professional Claims:</b></u> <ul style="list-style-type: none"> <li>- Structure of a professional claim submission: Statement of Claim, Facts, Entitlement, Quantum.</li> <li>- Role of contemporaneous records in strengthening claims.</li> <li>- Drafting persuasive claim letters and supporting documentation.</li> <li>- Quantification of claims: Cost, Time, and Damages.</li> <li>- Common pitfalls in claims preparation and how to avoid them.</li> <li>- Group Exercise: Drafting a Time Extension claim with substantiation.</li> </ul>

<b>Four</b>	<b>Thernesday</b>	<p><b><u>Negotiation &amp; Dispute Resolution:</u></b></p> <ul style="list-style-type: none"> <li>- Principles of effective contract negotiations.</li> <li>- Stakeholder psychology and power dynamics in claims negotiation.</li> <li>- ADR methods: Mediation, Dispute Adjudication Boards (DAB), Arbitration.</li> <li>- Arbitration procedures: From Notice of Arbitration to Final Award.</li> <li>- Cross-cultural challenges in international contract negotiations.</li> <li>- Role Play: Multi-party negotiation of a complex construction claim.</li> <li>- Case Study: Landmark arbitration cases and their lessons learned.</li> </ul>
<b>Five</b>	<b>Friday</b>	<p><b><u>Global Best Practices &amp; Preventive Systems:</u></b></p> <ul style="list-style-type: none"> <li>- Global trends in contract and claims management.</li> <li>- Benchmarking best practices from leading international projects.</li> <li>- Integrating claims management with project controls (schedule, cost, and risk).</li> <li>- Developing early warning systems for claims prevention.</li> <li>- Contract administration checklists for dispute avoidance.</li> <li>- Building organizational capacity in contracts &amp; claims management.</li> <li>- Final Workshop: Drafting a corporate "Claims Prevention &amp; Management Framework."</li> </ul>

