



# Knowledge Seekers UK

## ***Contract Management & Administration***



**10<sup>th</sup> - 14<sup>th</sup> November 2025**

**London - UK**

The program will be specially customised to meet the identified training needs of participants and help them contribute to their organizational goals & personal career

[www.kseekers.co.uk](http://www.kseekers.co.uk)



### Course overview

This program will give you a better understanding of the contract administration function, together with the tools and techniques required to do the job effectively, efficiently and profitably - ensuring that you achieve the highest possible standards of excellence. This 5-day event has been developed to improve project delivery performance and efficiency by increasing the knowledge and skills of project/related staff in the areas of contract law, contract management and procurement.

### Who should attend?

The course is designed for anyone in a legal affairs and management role requiring a working knowledge of contract law, contract management and procurement

- Those involved in setting up or negotiating contracts
- Those involved in managing the contracts or commercial function
- Purchasing / procurement officers and buyers
- Lawyers and Project managers
- Technical or scientific specialists with a concern for effectively managing the commercial aspects of this function
- Lay persons who find themselves responsible for contractual or commercial matters

**Learning Objectives:** By the end of the course, delegates will:

- Understand the importance of the contract.
- Identify contractual obligations.
- Use common legal/contractual terminology.
- Understand the procurement process
- Understand the importance of the contract in the procurement process.
- Understand key role that contracting process plays in project success



### Course Contents

This highly interactive course covers the following areas:

- Role and Value of Contracts: Definitions, Relationships, Importance.
- Creation of a contract, agreement, consideration and intent
- People and Authority: Principals, Agents, 3rd Parties, Privacy.
- Legal Concepts of Contracts: Framework, Key Components.
- The types of contracts
- Contract Construction: Essential Clauses, Misrepresentation, Breach, Damages, and Exemption clauses.
- Managing the contract; Vitiating, Mistake and Misrepresentation and discharging a contract
- Procurement - The Contract in Context: Strategy, Processes, Options, Tendering Process, Evaluation.
- Procurement strategy implemented through Effective Drafting: Principles, Risk, Costing Models, Supply Chains, and Intellectual Property Rights.
- Solicitation planning, solicitation, source selection, administration, documentation and closure

### Main features and Conditions of the Contracts

- Employer's Financial arrangements
- Procedures for Employer's Claims
- Role of the lawyer
- Fair Determinations by the Engineer
- Unforeseeable Physical Conditions
- Provision of Programmers
- Delay Damages
- Measurement and Valuation
- Value Engineering
- Adjustments for Changes in Cost



### Payment Rules

- Termination of Contract
- Limit of Liability
- Insurances
- Introduction to Claims, Disputes and Arbitration
- Causes and Risks
- Risk: Sources and Types

### Claims: Principles

- Notices & definition
- Clauses requiring notice by the Contractor
- Employer's Claims
- Clause 3.2 Delegation by the Engineer
- Clause 3.5 Engineer's determination
- Notification & preparation of claims
- Assessment and principles of claim
- Engineers valuation
- Determination, Clause 3.5

### Claims Procedures

- Remedy-Granting Clauses in FIDIC
- Procedures for Claims
- Procedures for Settlement of Disputes
- Risk Assessment and Allocation under FIDIC contracts
- Contemporary records

### Claims: Preparation and Evaluation

- Basic requirements of claims
- Typical claims and record keeping
- Recognizing potential claims
- Basic claim pricing requirements
- Labor, material, equipment and other direct costs
- Delay and acceleration costs
- Overheads and profit
- Finance charges & theory of pricing

### Key Features of Knowledge Seekers UK includes:

- ✓ Pre-course work-book review & practical exercises and discussion sessions
- ✓ Personalized Learning Exercises – before delivering the training, we shall contact participants to conduct phone interviews. Participants will fill in customization form to help KS UK identify personal & organizational training needs.
- ✓ Gaining a holistic understanding of your corporate challenges will enable us to assess your strengths and weaknesses, identify issues that require attention and help you develop a personalized action plan.
- ✓ We do our best to make you ready to implement a plan that improves your department approach and increase your performance effectiveness.
- ✓ Private one-to-one consultancy sessions: In order to make sure attendees benefit from the course, private 20 minute sessions will be available to pre-book with the trainers to discuss personal concerns or issues

### Corporate\site visit

Corporate & site visit to one of London' law firms or (The Royal Courts of London) might be arranged to enable participants exchange experience with UK professionals with regards to legal issues. Also, it would be great chance for professional networking and building up connections in UK. The visits are subjects to availability based on participants' number and their wish to make use of this opportunity





**Training Methodology**

This dynamic training course is highly-interactive & encourages delegate participation through a combination of lectures, group discussion, practical exercise, case studies, and breakout session designed to reinforce new skills. The comprehensive course manual has been designed to be practical, easy to use and facilitate learning. In order to help with establishing individual and business concerns, delegates will be asked to fill pre-course questionnaire.

**Course Details**

<b>Course Title</b>	<b>“Contract Management &amp; Administration”</b>
<b>Pre- Schedule:</b>	10 -14 November 2025
<b>Timings:</b>	09:00 AM - 03:30 PM
<b>Training Team</b>	1 professional trainer + 1 facilitator
<b>Fees per participant:</b>	£ 4600 GBP
<b>Venue:</b>	Thistle Marble Arch Hotel, London - UK
<b>Course fees Include:</b>	<ul style="list-style-type: none"> <li>■ Completion Certificate upon successful attendance &amp; participation</li> <li>■ 2 Pick up arrangements from and to London airports</li> <li>■ Action plan to help participants on personal career level</li> <li>■ Documentation &amp; handout copies</li> <li>■ USB Memory stick and full training bag</li> <li>■ Refreshments and coffee breaks</li> <li>■ Visa support letter and assistance in finding accommodation if needed.</li> <li>■ Assessment, recommendation letter and follow up after course</li> </ul>

For further details, please contact us:  
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