

CONTRACT MANAGEMENT COURSE



Comprises a 2 day interactive workshop covering tendering, interpreting and understanding a contract, the responsibilities, roles and obligations of the parties and the requirements for successful management of contracts including claims, variations, extensions of time, negotiation techniques, reporting and tools used to control the contract.

Key Learning Competencies

- Understanding the Tender Process and evaluation techniques
- Understanding contracts - read, understand and interpret
- The ability to locate requirements and information in contracts
- Understanding obligations and rights under the contract
- Understanding Relationship Contracting and Alliance Contracts
- Identification, management and strategies to resolve contractual issues / problems
- Understanding requirements for contract administration procedures
- The ability to setup and administer contract control systems including document control, contract registers, cost control (including contract claims and variations)
- Understanding planning, scheduling and monitoring requirements for the work performance
- Understanding the concept of key risk and opportunity areas under the contract
- Learn accountabilities and roles of the administration team
- Negotiation techniques for resolving issues / claims / disputes under the contract

There was a good balance of slides, workshop exercises and case studies. The presenter's use of one of our real contracts as an example was particularly helpful.

Learned a lot. Excellent presentation.

Course covered tenders very well. Workshop exercises very useful. Learnt a lot about risks in contracting and what we have to implement to manage them...

Real life examples used in workshop exercises demonstrated theory very well.

Maximise Your Contracting Benefits


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About the course

Contract Management

Contracts do not take care of themselves. Contracts need to be controlled very tightly to maximise the benefits and minimise the risks so that your company reaps the benefits of the contracting process. This is even more crucial given the current economic conditions driven by the GFC.

Lack of attention to detail during the tendering process, poor evaluation techniques and poorly administered contracts can literally result in hundreds of thousands of dollars in extra cost or lost revenue. This occurs because administration personnel did not have sufficient knowledge or the necessary skills to recognise the risks and opportunities and to properly manage the contracts.

Our Contract Management course will help participants develop these skills and provide techniques to manage their contracts to gain maximum benefit.

Who Should Attend

The course will benefit anybody who is involved with the tendering and administration of contracts including project managers, site managers, supervisors, superintendents, administrators and personnel interfacing with contractors such as surveyors, geologists, geotech engineers, QA personnel and OH&S personnel.

Clients who have benefited from Mintract Contract Management Training

Aditya Birla

AngloGold Ashanti

BHP Billiton (WMC Resources)

Byrnecut Mining

Australian Defence Department

Main Roads Department QLD

Mincor Resources

Newcrest Mining

Newmont Mining

PT Inco Indonesia Tbk

Reliance Mining

SMEC Australia

St Barbara Mines

Talison Minerals Pty Ltd

Unimin Australia Ltd

Xstrata Mt Isa Mines

About the Presenter



Patrick Taylor

Pat has over 35 years experience in the mining, engineering and building industries involving project development, project management, contract management, construction management and design management in Australia, England, America, Indonesia, Malaysia and Papua New Guinea. Pat has worked in client, contractor, developer and subcontractor roles as project manager, contracts manager and consultant.



Maximise Your Contracting Benefits


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2 Day Contract Management Course Outline

The Tender Process	Tender Preparation Pre Registration / Pre-selection Tender Assessment / Evaluation Tender Recommendation & Award
Exercises on Tendering	A series of workshop exercises for participants to resolve in groups.
The Contract	What constitutes a Contract Relationship Contracting & Forms of Contract The main players involved in a Contract and their roles Key terms in a Contract & a brief tour of a Contract and its clauses Obligations and liabilities Typical areas of disputes in Contracts Breach of Contract Liquidated damages Variations Programming / Extension of Time & Delays Risk Management requirements (Quality Assurance, Safety, Environment, Human Resources) Monitoring of progress Arbitration / Mediation / Dispute Resolution
Exercises on the Contract	A series of workshop exercises for participants to resolve in groups.
Contract Administration & Procedures	Identification & management of risks & opportunities Indemnity / Insurance requirements Securities / Performance Guarantees Document Control Authorisation Levels Directions of the Superintendent / Company Representative Tracking Costs & status of Claims for Variation Process of review & evaluation
Programming & Progress Monitoring	Work Schedules Site Meetings
Extension of Time	Claims for Extension of Time Process for review & evaluation inconsideration of the Project Work Schedule
Key Performance Indicators	What Key Performance Indicators are How KPIs are developed & managed to ensure optimum Contract performance
Exercises on Administration	A series of workshop exercises for participants to resolve in groups.
Contract Reporting	Tracking & reporting status of Variations Tracking & reporting potential liability resulting from claims for Variation Tracking status of extension of time & potential costs. Evaluating & projecting changes to Project Work Schedule & Completion Date
Health, Safety, Quality Assurance & Environment	Health & Safety Plan Quality Assurance Plan Induction requirements & training
Contract Close Out	The Defects Liability Period Practical Completion Final Completion Final Releases
Exercises on Procedures, Variations & Extension of Time	A series of workshop exercises for participants to resolve in groups.
Negotiation Skills & Strategy for Resolution	Understanding your company's & your own goals / objectives & perspectives Personality identification & impact on conflict resolution Understanding the opposite party's goals / objectives & perspectives Setting strategies to achieve your goals / objectives The Win / Win technique Using other people as "sounding boards" with respect to perspectives / objectives
Negotiation Exercise	A role playing group exercise where participants are given a contractual issue, divided into 2 teams (Contractor & Company) and are required to obtain a negotiated settlement

CONTRACT MANAGEMENT COURSE

Standard Course Rate \$1195.00 + GST (= \$1314.50) per person
Groups of 3 or More \$1000.00 + GST (= \$1100.00) per person

REGISTRATION FORM

Public Course Details

Course Details: **Contract Management**

Course Dates: Perth (20-21 Oct. Medina Grand Perth), Brisbane (16-17 Nov. - Medina) Nominate Course:

Contact Details

Company Name: Contact Name:

Company Postal Address: Contact Email:

Participant's Details

1. First Name: Surname:

Position: Email:

2. First Name: Surname:

Position: Email:

3. First Name: Surname:

Position: Email:

REGISTRATION & PAYMENT DETAILS

To secure your place either fill out the form at our web site (www.mintract.com) or fill in this form and fax it back to 0738713369. Payment must be made at the time of registration and can be made on our web site or can accompany this form. If using this form payment may be made by the methods outlined below. Purchase orders will only confirm a place in the course with prior approval from Mintract.

I am paying by **Electronic Transfer** Amount (inc GST) \$ _____

Account name: Mintract Pty Ltd **BSB:** 084092 **Account No:** 689860878

If paying by EFT, please forward a copy of the payment receipt & registration form to Fax: (07) 38713369 or email: pattaylor@mintract.com

Using **credit card:** Go to <http://www.mintract.com/training.html> to use Visa card

If making **Cheque Payment:** Please make cheque payable to Mintract Pty Ltd: Amount (inc GST) \$ _____

The course includes: comprehensive workbook, workshop exercises and answers, meals and refreshments and attendance certificate. Submission of a completed registration form denotes acceptance of the terms and conditions listed below.

TERMS AND CONDITIONS — TRANSFERS AND CANCELLATIONS

Payment is to be made with registration unless approved otherwise by Mintract. A tax invoice will be issued. At Mintract's sole discretion payment may be made after registration and is to be made 7 days from invoice date or prior to course commencement, whichever occurs earlier. Registrations are not confirmed until full payment is received.

Discounts cannot be combined. Group discounts apply when three (3) registrations are received simultaneously and payment is received at least two (2) weeks prior to course commencement.

Notice of transfers and cancellations will only be accepted in writing.

TRANSFERS AND CANCELLATIONS

Transfer / Cancellation More than 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$100 (plus GST) administration charge per transfer. For cancellations in this time frame course fees will be refunded less an administration charge of \$150 (plus GST).

Transfer / Cancellation 1 to 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$150 (plus GST) administration charge per transfer. For cancellations in this time frame course fees will be refunded less an administration charge of \$250 (plus GST).

Transfer / Cancellation Less than 1 week before a course

Transfers from person to person or across advertised courses will incur a \$200 (plus GST) administration charge per transfer.

Course fees will not be refunded for cancellations in this case.

Mintract reserves the right at any time and without prior notice to change the venue/presenters or program from that described in this brochure or online.

Mintract also reserves the right, at its absolute discretion and without further liability, to cancel or postpone any program. In such case registrants (or their delegates) may elect to receive a full refund or to attend the next available course free of any transfer or other administrative fee.

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