



CLAIMS MANAGEMENT TRAINING

REGISTERED TRAINING ORGANIZATION NUMBER 11 91 06522 91
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PRACTICAL INFORMATION



Goals

- Acquire best practices in contract management ;
- Identify the fundamentals of contract management ;
- Control the contract life cycle ;
- Identify contract risks ;
- Analyse and act on interactions between project and contract management.



Acquired

At the end of this training course, each participant will be able to contribute to good contract management practices.



Public

This course is aimed at project managers and anyone else involved in a company project.



Requirements

Project management fundamentals.

Assessment methods :

- Assessment of skills acquired through practical cases exercises.
- Self-evaluation and end-of-course certificate.



Used methods Teaching aids

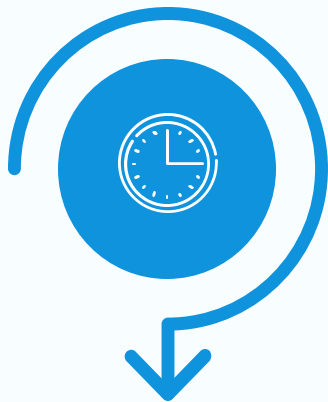
All participants will receive training materials at the end of the course. This training includes a theoretical part as well as a case study.



Our trainers

Our training courses are delivered by international experts recognized for their skills and expertise in contract management and customer and supplier claims management.

PRACTICAL INFORMATION



Time

3 days – 21 hours



Date

Contact us :

- By phone

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- By email :

contact@mesli.consulting



Training place

- Inter company;
- Intra company;
- By videoconference.

Training program - Contract & Claims Management

Day 1

Market ownership

- Types of contract and market ;
- The Offer (Contract) / documentation hierarchy ;
- Legal aspects of contract formation and validity ;
- Interrelation between project management and contract management ;
- Introduction to the law of obligations / Importance of good faith ;
- Getting to grips with the contract / Identifying the parts ;
- Site preparation phase ;
- Site planning.

Day 2

Methodology aspects

- **Strategic contract management**
 - o Mail management ;
 - o Knowing how to analyze a contract and deduce an execution strategy: contract management tools;
 - o Document tracking of deliverables - EDM;
 - o Amending work, implementation, SO ;
 - o Amendments ;
 - o Invoicing;
 - o Acceptance and final account;
- **Optimize your final report.**
 - o Site diary
 - o Meeting minutes
 - o Validation of technical document
 - o Monthly reporting
- **Managing supplier and subcontractor risk ;**
- **Study cases.**

Day 3

Claims and Dispute Management

- **What is a claim?**
- **When to file a claim?**
- **The various methods of dispute resolution ;**
- **How to prepare a claim**
 - o Documentation ;
 - o Analysis of claim delays ;
 - o Reality of the loss ;
 - o Methods for quantifying claims.
- **Claim handling strategy ;**
- **How to prepare/establish a counter-claim ;**
- **Claims negotiation ;**
- **Case studies ;**
- **Conclusion / Feedback.**

Contact us



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