

COURSE OVERVIEW CM0005-3D
Developing Commercial Contracts

Course Title

Development Commercial Contracts

Course Reference

CM0005-3D

Course Duration/Credits

Three days/1.8 CEUs/18 PDHs



Course Date/Venue

Session(s)	Date	Venue
1	March 04-06, 2024	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
2	June 10-12, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	September 09-11,2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	November 04-06,2024	Club B Meeting Room, Ramada Plaza by Wyndham Istanbul City Center, Istanbul, Turkey

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.



This course is designed to provide participants with a detailed and up-to-date overview of developing commercial contracts. It covers the fundamentals of contracts and contract law within the procurement function; the various forms of contracts used within the organization comprising of maintenance contracts, consultancy contracts, manpower contracts etc, the contracts of each as well as their legislative requirements; the standard set of conditions and the use of key contracting terms; the potential risks relating to the formation of the different forms of contracts and how best to address them; and the cycle of approvals necessary for each form of contract within the organization.



During this interactive course, participants will learn the rights and obligations under the contract; the links between risk and reward for the contractor; transferring of title and risk through use of INCOTERMS; the need for insurance and indemnities; the delays, suspensions, delivery, acceptance and remedies for failure to perform; the frustration of a contract, rights to terminate, warranty and guarantee periods for latent design effect; and the entire agreement and waiver.



Course Objectives

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

- Apply and gain an in-depth knowledge on developing commercial contracts
- Demonstrate increased awareness of the fundamentals of contracts and contract law within the procurement function
- Differentiate between the various forms of contracts used within the organization (e.g. maintenance contracts, consultancy contracts, manpower contracts etc.), the contracts of each as well as their legislative requirements
- Outline and prepare a standard set of conditions and explain the use of key contracting terms
- Appreciate the potential risks relating to the formation of the different forms of contracts and how best to address them
- Define the cycle of approvals necessary for each form of contract within the organization
- Discuss the rights and obligations under the contract as well as the links between risk and reward for the contractor
- Transfer title and risk through use of INCOTERMS and emphasize the need for insurance and indemnities
- Identify delays, suspensions, delivery, acceptance and remedies for failure to perform
- Analyze frustration of a contract, rights to terminate, warranty and guarantee periods for latent design effect as well as the entire agreement and waiver

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of developing commercial contracts for head of business development, senior business optimization specialists, senior business analysts, engineers and supervisors involved in procurement and contracts management.

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 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 **1.8 CEUs** (Continuing Education Units) or **18 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.

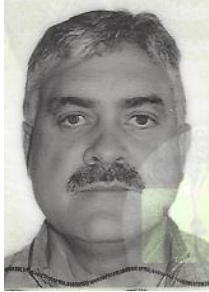
Accommodation

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



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:



Dr. John Bester, PhD, MTh, BA, BD, NLP, is a Senior Contracts & Management Consultant and a Certified Neuro Linguistic Programming (NLP) Practitioner with over 30 years of extensive experience. His expertise lies extensively in the areas of Effective Contract Negotiation, Contracts Management, Contract Variations, Contracts Evaluation, Contracts & Risk Management, Contract Administration, Neuro Linguistic Programming (NLP) Life Coaching, Theology, Customer Service Excellence, Communication Skills, Public Speaking, Customer Satisfaction, Influencing Skills, Thinking & Learning Styles, Negotiation Skills, Interpersonal Skills, Adaptability & Flexibility, Learning & Self Development, Performance Management, Performance Goal Implementation, Time Management, Problem Solving & Decision Making, Crisis Management, Human Resources Management, Change Management, Organizational Development, Career Management, Leadership & Supervisory Skills, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Strategic Planning and Stress Management. Dr. Bester is currently a Modeller & Mental Performance Coach.

During his career life, Dr. Bester has gained his practical and field experience through his various significant positions and dedication as the **Director, Performance Coach, Congregational Pastor, Reverend, Specialist Interim Pastor, Certified Instructor/Trainer** and a **Certified Neuro Linguistic Programming (NLP) Practitioner** for numerous international companies like the Nederduitsch Hervormde Kerk, Gemeente Meyerton and Pretoria-Nord, just to name a few.

Dr. Bester has **PhD, Master and Bachelor degrees in Practical Theology** and a **Bachelor's degree in Pre-Theology/Pre-Ministerial Studies**. In his PhD thesis, a **Neuro Linguistic Programming (NLP)** modelling process for congregation development and congregation guidance, he investigates the possibility of bringing Rich Osmer's four questions of practical theology into conversation with the modelling process of **NeuroLinguistic Programming**. Further, he is a **Certified Instructor/Trainer, a Certified Neuro Linguistic Programming (NLP) Practitioner** and has delivered numerous trainings, courses, seminars and workshops internationally.

Course Fee

Al Khobar	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	US\$ 4,250 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.



Course Program

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

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 - 0815	<i>Welcome & Introduction</i>
0815 - 0830	PRE-TEST
0830 – 0900	<i>Fundamentals of Contracts</i>
0900 – 0930	<i>Contract Law Within the Procurement Function</i>
0930 – 0945	<i>Break</i>
0945 - 1015	<i>Various Forms of Contracts</i>
1015 - 1045	<i>Maintenance Contracts</i>
1045 - 1115	<i>Consultancy Contracts</i>
1115 - 1140	<i>Manpower Contracts</i>
1230 - 1245	<i>Break</i>
1245 – 1315	<i>Contract Clauses & Contents</i>
1315 - 1420	<i>Legislative Requirements</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 - 0830	<i>Outline & Prepare a Standard Set of Conditions</i>
0830 – 0930	<i>Explain the Use of Key Contracting Terms</i>
0930 – 0945	<i>Break</i>
0945 - 1015	<i>Rights & Obligations under the Contract</i>
1015 - 1045	<i>Links between Risk & Reward for the Contractor</i>
1045 - 1115	<i>Transfer of Title and Risk-Use of INCOTERMS</i>
1115 - 1140	<i>The Need for Insurance and Indemnities</i>
1230 - 1245	<i>Break</i>
1245 – 1315	<i>Delays & Suspensions</i>
1315 - 1420	<i>Delivery & Acceptance</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 - 0830	<i>Remedies for Failure to Perform</i>
0830 – 0930	<i>Frustration of a Contract</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Rights to Terminate</i>
1030 – 1100	<i>Warranty and Guarantee Periods-Latent Design Defect</i>
1100 – 1130	<i>Entire Agreement & Waiver</i>
1130 - 1230	<i>Potential Risks Relating to the Formation of the Different Forms of Contracts & How to Address Them</i>
1230 - 1245	<i>Break</i>



1245 - 1315	<i>Cycle of Approvals Necessary for Each Form of Contract Within the Organization</i>
1315 - 1345	<i>Tender & Contract Check List</i>
1345 - 1400	<i>Course Conclusion</i>
1400 - 1415	POST-TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & 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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