



**Asia Masters Center**

# Strategies and Techniques of Contracts Management and Preparation & Legal and Financial Risk Limitation





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## **Strategies and Techniques of Contracts Management and Preparation & Legal and Financial Risk Limitation**

### **➔ Course Objective**

- Identify the major skills that are critical for contract professionals
- Develop project plans to manage contracts and deal with deviations effectively
- Outline the key risks that can affect the contract and determine the appropriate responses for the identified risks
- Develop criteria for monitoring and controlling contractors' performances and identify effective Key Performance Indicators (KPIs) for these criteria
- Demonstrate the importance of communication in contract management including written, verbal and non-verbal
- Prepare for negotiating contracts and conduct contract related negotiations in a formal structured manner

### **➔ Target Audience**

- Contract management
- Project management
- Planning and scheduling
- Risk management
- Performance measurement
- Communication skills
- Negotiation skills

## Course Outline

### Overview/principles of contracts

- Definition of a contract
- Purpose of contracting
- Knowing your contract
- Scope of work
- Terms and conditions
- Stages of contracting
- What makes a good contract professional

### Project management skills

- Work breakdown structure
- Duration and resources estimation
- Relationships between activities
- Network diagrams
- Critical path analysis
- Developing a 'Gantt' chart
- Milestone charts
- Resource allocation
- Project budgeting
- Project status reporting
- Managing deviations

### Risk Management

- Contracting management and risks
- Identifying risks
- Risks log
- Evaluating risks
- Risk response planning

### **Performance reporting**

- Measuring and reporting contractor's performance
- Key Performance Indicators (KPIs)
- Benchmarking
- Target Setting

### **Communication and writing skills**

- Communication model
- Barriers to communication
- Active listening
- Verbal and non-verbal communication
- Written communication
- Drafting fundamentals
- Managing conflicts

### **Negotiation skills**

- Concept of negotiation
- Principled negotiation
- Separating people from problem
- Focusing on interests not positions
- Inventing options for mutual gains
- Using objective criteria
- Negotiation's structured approach
- Planning the negotiation
- Zone of a Possible Agreement (ZOPA)
- Best Alternative to a Negotiated Agreement (BATNA)
- Conducting the negotiation

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



## Asia Masters Center

### Price (USD)

Communicate with the training department  
to know the participation fees

➤ **There are offers and discounts for groups**

### The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

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