



مركز الوقت للتدريب
Time Training Center

MANAGING CONTRACTUAL CLAIMS **COURSE**



Introduction

This course offers a comprehensive understanding of managing contractual claims in construction and project management. It is designed for professionals who need to navigate the complexities of contract management, risk mitigation, and dispute resolution. By learning key strategies for preventing, identifying, and resolving claims, participants will gain valuable skills to handle real-world challenges effectively. This course is crucial for those involved in contract administration, project management, and legal aspects of construction projects.

Learning Objectives

- Identify different types of contractual claims
- Apply strategies to prevent potential claims
- Analyze claims and assess their validity
- Resolve claims through effective negotiation techniques
- Document post-resolution actions and ensure compliance

Course Details

Mode of Training	Classroom or Online
Duration	3 Days

Who Should Attend

- Project Managers and Administrators
- Contract Managers and Administrators
- Legal and Compliance Officers
- Construction and Engineering Professionals
- Professionals seeking to enhance claims management skills

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: Introduction to Contractual Claims

- Understanding the nature and types of contractual claims
- Common causes of claims in construction and project management
- Distinction between claims and disputes
- Overview of relevant contract clauses and legal frameworks

Module 2: Claims Prevention Strategies

- Best practices in contract drafting to minimize claims
- Effective communication and documentation practices
- Risk management techniques to foresee and mitigate potential claims
- Role of project managers and contract administrators in preventing claims

Module 3: Claims Identification and Analysis

- Procedures for identifying and categorizing claims
- Methods for assessing the validity and impact of claims
- Tools for quantifying time and cost implications
- Case studies on common claim scenarios

Module 4: Claims Management and Resolution

- Steps for preparing and presenting claims
- Negotiation techniques for resolving claims amicably
- Dispute resolution mechanisms: mediation, arbitration, and litigation
- Role of legal counsel and experts in claims resolution

Module 5: Post-Resolution Actions and Documentation

- Documenting the resolution process and outcomes
- Implementing lessons learned to improve future contract management
- Reporting and compliance requirements post-resolution
- Continuous improvement strategies in claims management



Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors bring extensive experience in construction, project management, and contract law. With over a decade of industry expertise, they are adept at translating real-world challenges into valuable classroom insights. Their approach focuses on practical application, ensuring that participants gain actionable skills that can be applied immediately. Detailed trainer profiles will be shared upon request.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

Contact us at
Time Training Center
Office 901
Khalaf Al Otaiba Tower,
Electra Street - Abu Dhabi - United Arab Emirates
Phone: +97126713828
Whatsapp: +971558564000
E-mail: info@timetraining.ae