



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Contracts Administration

Code	City	hotel	Start	End	price	Hours
348	Zurich (Switzerland)	Hotel Meeting Room	2025-06-02	2025-06-06	5450 €	25

Program Objectives

By the end of the program, participants will be able to:

- Identify problems, principles, definitions and the major steps involved in the contracting process.
- Define ways to develop the scope of work and avoid pitfalls.
- Develop criteria to invite, receive and evaluate tenders.
- Identify administration tools and the roles of Contract Manager/Administrator.
- Discuss ways of using lessons learned to minimize confrontations during implementation and avoid disputes.

This Program is designed for

All those involved in any aspect of preparing, implementing, managing or administering contracts who are committed to prove their dedication to their professional growth. This program is worth 25 NASBA CPEs.

Program Outline

Principles, Definitions and Problems

The Contracting Stages

- Preparation



- Tendering
- Contract Award
- Contract Administration

The Scope of Work

- Main and Sub-Contracts
- Criteria for Evaluation

The Tendering Stage

- Different Pricing Methods
- Pre-Qualification
- E-Auction

Contract Administration

- Partnering
- Problem-Solving versus Confrontation
- Contract Interpretation

Claims and Change Orders

- Legitimate and Not-So-Legitimate Claims
- Variation and Change Orders

Lessons Learned

- How, Who, Where and When

Dispute Resolution

- Negotiation



- Other Procedures



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

- **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

- **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

- **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

- **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

- **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

- **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

- **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

- **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

- **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.