



### **Workshop on Advanced Contract Administration: Policies and Procedures**

March 11 – 15, 2024, 1<sup>st</sup> Run: Lagos & Abuja

October 14 – 18, 2024, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N250, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N200, 000 per Participant

**Available for In-plant Training**

**500 U\$D for foreign  
Participants**

#### **Program overview:**

Contract administration is the process of managing contract creation, execution and analysis to maximize operational and financial performance at an organization, all while reducing financial risk. Organizations encounter an ever-increasing amount of pressure to reduce costs and improve company performance. Contract management proves to be a very time-consuming element of business. When a contract is phrased poorly, an organization might lose countless millions of naira over a simple technicality they lacked the resources to identify. Effective contract management can ultimately create a powerful business relationship and pave the road to greater profitability over the long-term, but only when managed correctly, this facilitates the need for effective contract management professionals and system. This is the focus of this program.

#### **For whom:**

Contract Administrators/Managers in corporations, businesses, labor organizations, governmental agencies contacting Officers, and other procurement specialists wanting more and in-depth training on advanced administration of contracts

#### **Learning objectives:**

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

- negotiate contract terms with outside vendors;
- draft appropriate contracts and amendments;
- interpret contract provisions critically;
- recognize unique requirements, characteristics, and issues that arise in different contract settings;
- manage relationships with contractors in accordance with organizational policies and procedures;
- monitor performance of contracts against performance indicators to ensure all obligations under agreements are met;
- ensure that obligations to contractors are met in accordance with contractual agreements; and
- apply standard service contracts for routine services.

#### **Course outline:**

##### **Day 1: Contract Formation, Structure and Risk**

- How and when is it Legally Enforceable?
- Key Contractual Elements and Structure
- Ancillary Documents and Issues
- Different Legal Environments
- Defining Risk – Identification and Impact
- Key Contractual Risks
- Selecting a contract form
- - Letter of intent, o A letter contract, o A formal contract

##### **Day 2: Contracts Conditions and Documentation**

- Allocation of risks and how disputes can be resolved
- What does a contract Consists of?
- General conditions,
- Specific Conditions,
- The contract documents

### Day 3: Managing Contractual Risks and Liabilities

- Performance – Quality and Time
- Ownership and Risk of Loss or Damage
- External Events
- Pricing and Payment
- Limiting and Excluding Liability
- Breach of Contract

### Day 4: Insurance, Indemnities, Types and Limitations

- What Are They, How Do They Work?
- Negligence – Simple or Gross?
- Operation in Different Legal Systems
- People and Property
- Cross Indemnities
- Catastrophe Risk
- Who Arranges, For Whose Benefit?
- Claims Handling

### Day Five: Contractual Dispute Management

- Tiered Dispute Resolution Mechanisms
- Negotiation – Tools and Techniques
- Alternative Dispute Resolution
- Litigation and Arbitration and Enforcement
- Course Review and Learning Outcomes

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**

In-plant Fee Negotiable

### WORKSHOP FEE:

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
& 234-9112830607**