



### Workshop on Managing Contract Claims and Disputes Resolution

May 4 – 8, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 26 – 30, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

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

**Workshop fee:** Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

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

#### Program overview:

Contract law has become an essential part of conducting our daily business functions. Whether you are in purchasing, contract management, subcontracts, project management, general management or sales, you are constantly involved with legal and contract principles, sometimes without even knowing it. Conflicts, claims, and disputes could be considered as an unavoidable consequence of the contractual process. The frequency and severity of conflicts, claims, and disputes can significantly increase with not well-structured contracts, in which many multinationals and multicultural stakeholders are involved.

This course is designed to help participants understand comprehensively, contract administration guidelines to deal with conflicts, claims, and disputes including unforeseeable physical conditions, employer's risks, force majeure, and delay damages. This will help promote efficient and effective management of contracts and consequently, high-performance project outcomes.

#### For Whom:

This course is designed for contract administrators, contract professionals, and project coordinators and managers. It will equally be of benefit to; supply officers, buyers, purchasing & procurement professionals in projects and other construction contracts, cost and quantity professionals. Claims personnel, including legal advisers and contracts managers can also benefit from this course.

#### Learning Objective

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

- explain contract structures, the how and why contracts are drafted in specific ways
- explain the legal principles behind contracts formats
- list and explain the main clauses in different types of agreements
- evaluate commercial impact of specific provisions within the contract frame.
- explain the differences between similar clauses in different international standards
- learn how to develop own "standard" clauses in contracts
- accept or reject proposed amendments and be able to give concise reasons for such actions.
- carry out practical exercises on contract documents amendment to meet specific requirements in contracts including the use of special conditions.
- design strategies and tactics for negotiating contract amendments
- use provisions in contracts to reduce the risk of disputes and claims; and
- apply ADR methods to resolve contract claims and disputes.

#### Course Outline:

##### Day 1: Contracts: Definition, How and why Contracts are drafted

- Important of contracts
- Contract formation
- The key elements of a contract
- Oral or written?
- Terms and Conditions of contract

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Agency issues
- The basic structure of a contract
- Incorporating documents by reference
- Designing Standard Forms
- Form of Agreement
- Principles of contract negotiation

**Day 2: Drafting of Contract and the Main Contract Clauses**

- Obligation to deliver/perform
- Rework/re-performance
- Risk
- Title
- Compliance with law/change of law
- Indemnities
- Insurance
- Third parties
- Liability in negligence – relationship with contract conditions

**Day 3: Drafting of Contract and the Main Contract Clauses**

- Variations and changes
- Product liability and defective goods – rejection
- Precedence of documents – Special Conditions
- Intellectual property, Taxation
- Suspension and termination
- Acceptance and Certificates
- Payment
- Liquidated damages/penalties
- Limits of liability
- Guarantee/Warranty/Maintenance
- Conflict of Laws and Choice of Law Clauses

**Day 4: Required documents and Negotiations**

- Letters of Intent or Award
- Bank and Insurance Bonds
- Letters of Awareness
- Collateral warranties
- Alliance /Partnering Agreements
- Side letter arrangement
- Finance arrangements
- Negotiating Contract terms and conditions
- Negotiating contract qualifications and amendment procedures

**Day 5: Contract Claims and Disputes Resolution**

- Dispute Resolution clauses
- Unequal bargaining positions
- Negotiation, compromise and settlement
- Litigation, Arbitration, Mediation

**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 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

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

In-plant Fee Negotiable

**WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250 Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

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  
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