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QQA Seal of Recognition:



# Training Workshop

# CLAIMS & Disputes



Supported by:

تمكين  
Tamkeen



03-07 December 2017  
08.00 am to 02.00 pm  
Manama, Kingdom of Bahrain

Registration Fee: BD 500

**For Registration or any Inquiries:**

Tel: +973 17-727100 / 17-810 725

Fax: +973 17-827475

Email: [bsetraining@batelco.com.bh](mailto:bsetraining@batelco.com.bh)





# Introduction

This course will provide you with an in-depth overview of the tools you need to prepare respond to and manage construction claims. You will learn how to correctly identify situations that give rise to a claim, how to calculate the value of a claim and how, by way of a step-by-step process, to compile a claim submission into a persuasive argument which will help the claim to succeed. The course also deals with the analysis of claim submissions and the preparation of responses to claims.

## Objectives & Benefits

- A correct understanding and the proper management of construction claims
- Understanding the bottom line of construction projects whilst maintaining goodwill between the parties.
- Understanding of why and how a claim should be submitted and a response prepared.
- Manage claims effectively, to escalate the cost and time consuming disputes.
- Analysing the contract documents and the parties' performance throughout the project time.
- Identify causes of impact, the effect of those causes on a project, and the associated quantification of damages.
- A good understanding of the science of claims is valuable assets to their employers, because they can increase the profitability of projects. Even in times of recession, there is a constant demand for skilled professionals in this field.



### Methodology:

- Data show lectures
- Workshop discussions
- Case studies
- Actual examples
- Assessments

### Who should attend?

- Managers
- Consultants
- Engineers
- Estimators
- Quantity Surveyors



# Course Outline

- Introduction
- Construction Claims & Responses
- Types of Claims
- The Requirement to Submit Notices of Claims
- Interim and Final Claims
- The Dispute Adjudication Boards
- Presentation
- Claim Submission
- The Essential Elements of a Successful Claim Submission
- The contents of a typical claim - submission document
- The Extension - of - Time Claim
- The Claim for Additional Payment
- Case Studies

## Entry Requirement:

- Minimum of one year work experience in the Engineering Contracts.
- Good English.



**Dr. Ayman H. Nassar** is Professor of Construction Engineering and Project Management. He is Phd. Holder since 2000. professor at German University in Cairo (GUC), Instructor at American University in Cairo, Egypt (AUC), Senior Instructor at Gamal Nassar Education Foundation, Part time professor at BUE. He is more than 15 years site and technical engineer at mega companies. He also works as a consultant for more than ten years for different Mega consultant office.

## Training Quality Procedures

### Assessment:

All assessments will be conducted during the workshop. Assessment tasks consist of *e.g.*: quizzes, practical discussions, case studies, role plays, on-site exercises, hands-on.

### Certificates:

Certificates will be awarded to the learners who pass in the assessments and completed at least 75% of the attendance report.

### Course Language:

English

### Progress Reports:

Progress and attendance reports linked to the specifications for the reporting period will be sent to the company for each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

# "Claims & Disputes"

## REGISTRATION FORM

Name: .....

Organization: ..... Department: .....

Position: ..... Email: .....

Address: .....

Telephone: ..... Mobile: ..... Fax: .....

Course Title	Duration	Date & Venue	Timing	Course Fees
Claims & Disputes	5 days	03-07 December 2017 Manama, Kingdom of Bahrain	8:00 am to 2:00 pm	BD 500

Tamkeen Supported Amount: 360 BD

### Promo & Discounts for early bird registration until 15<sup>th</sup> November 2017:

- Individual Registration (**Non-Sponsored**) - **10% Discount**
- Group registration composed of five (5) delegates - **15% Discount**
- BSE Members (as individual/ non-sponsored) - **20% Discount**
- Free seat for BSE active member (conditions applied)

### Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

### Method of payment:

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11
- National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: \_\_\_\_\_ Visa: \_\_\_\_\_ Master Card: \_\_\_\_\_  
(Additional 3% will be charged)

Card Number:..... Expiry Date:.....

Card Holder's name and address (if different from above) .....

Signature..... Date:.....

### **Please send this completed form to:**

BSE-Training Centre, P. O. Box 835, Manama, Bahrain

Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475/ Email: [bsetraining@batelco.com.bh](mailto:bsetraining@batelco.com.bh)