



**College of Contract Management**  
**United Kingdom**

## *Face to Face Training Course*

Four Sessions Over Two Weekends  
Direct Entry to ACI Arb

Accredited by



**in Riyadh**

**Certificate**  
**CLAIMS PREPARATION &**  
**DISPUTE MANAGEMENT**

# INTRODUCTION

Preparation of an effective claim, particularly developing the strategic approach is necessary to prepare a robust and convincing claim with the aim of encouraging the recipient to recognise its cost and to support amicable negotiations. The manner in which a claim is presented can maximize the potential for recovering potential losses. Claims preparation will be phased in four categories as research, analysis, evaluation and effective writing. The training covers all main forms of contract including FIDIC, NEC, JCT in accordance to the participants' geographical locations and the uses of the publications.

The training is aimed at professionals/employees who are working for employers, consultants, contractors and sub-contractors and also suitable for intermediate professionals providing a brief overview and the skills to quantify claims, determine causation, assess responsibility and determine time and financial consequences for income management and income protection.

The course is primarily intended for (but not limited to) the following types of projects in the Engineering, Procurement and Construction sectors: Construction, Oil and Gas, Petrochemical, Infrastructure, Power Plants, Turnkey and Pipeline Projects.

The course includes sample claim documents, practical examples and case studies for acquiring skills and understanding the science behind construction claims.

The course will cover the key techniques used to assess COVID-19 claims.



## COURSE OUTCOMES

- ▶ Manage Project Documentation
- ▶ Implement Procedures for Record Keeping
- ▶ Provide Contractual Advice
- ▶ Evaluate Change Orders
- ▶ Prepare Effective Claims
- ▶ Determine Liability and Quantify Damages
- ▶ Delay Analysis Techniques
- ▶ Assessing the Merits and Defending Claims
- ▶ Dispute Resolution Methods
- ▶ Avoid Disputes or Find Resolutions
- ▶ Prepare a High Standard Report

**CIArb RECOGNISED  
COURSE PROVIDER**

Candidates who have successfully completed the Certificate course will be exempted from the CIArb Introduction to ADR Module. This exemption directly leads to Associate Membership of the CIArb (ACIArb).



## BENEFITS OF PARTICIPANTS

- ▶ Formal CPD Hours
- ▶ Gain contract management knowledge and skills
- ▶ Higher salary and demandable position
- ▶ Develop your career as a Contract / Commercial Manager or Claims Consultant
- ▶ Gain talents to work as a successful Contract / Commercial Manager
- ▶ Leads to a fantastic professional career

# COURSE STRUCTURE

## Day 1

- ▶ Introduction
- ▶ Law of the Contract
- ▶ Introduction to Claims
- ▶ Claims under contract
- ▶ Standard Forms and Applications
- ▶ Payment Methods
- ▶ Change orders
- ▶ Group Exercise
- ▶ Projects and problems

## Day 2

- ▶ Claims Relating to Time
- ▶ Claims Relating to Money
- ▶ Group Exercises
- ▶ Common Heads of Loss
- ▶ Acceleration
- ▶ Mitigation
- ▶ Procedures/Processes of Claims
- ▶ Steps in accordance with JCT, FIDIC, and NEC
- ▶ Various Exercise throughout the Day

## Day 3

- ▶ Preparing Successful Claims
- ▶ Research and Investigating Project Documentation
- ▶ Delay Analysis Using Planning Techniques
- ▶ The Programme in a Claim Situation
- ▶ Selecting a Delay Analysis Method
- ▶ Exercises
- ▶ EOT Assessment and Analysis Techniques
- ▶ Extension of Time Submissions

## Day 4

- ▶ Alternative Dispute Resolution
- ▶ Negotiation
- ▶ Dispute Adjudication Boards (DAB)
- ▶ Mediation
- ▶ Exercise
- ▶ Arbitration
- ▶ Arbitration Procedure
- ▶ Law Analysis
- ▶ Various Exercises through the Day



## BENEFITS TO EMPLOYERS

- ▶ Maximise the Revenue and Recover Potential Losses
- ▶ Dealing Effectively with Documentation for Project Entitlements and Construction Claims
- ▶ Developing Familiarity with Contractual Entitlements and Obligations
- ▶ Determining Entitlement to Extension of Time
- ▶ Skills to Quantify Claims and Determine Causation for Income Management
- ▶ Skills to prepare a High Standard Claims Report
- ▶ Direct entry to ACI Arb at successful completion
- ▶ Maximising Revenue and Recovering Potential Losses
- ▶ Provide Relief in Pressure to Deliver Complex Projects on Time and within Budget
- ▶ Increasing The Probability of Successful Resolution of The Dispute
- ▶ Increasing Skills to Manage Disputes in the Field of Non-Court Dispute Resolution

## PARTICIPANTS

- ▶ Quantity Surveyors
- ▶ Civil Engineers
- ▶ Project Managers
- ▶ Site Managers
- ▶ Commercial Managers
- ▶ Contract Engineers / Administrators
- ▶ Planners
- ▶ Project Engineers
- ▶ Control Engineers
- ▶ Construction Lawyers
- ▶ Related Professionals

## TOTAL COURSE FEE

Cost: £1689

Group discounts available for 3+ candidates

You can make payment online at [www.theccm.co.uk](http://www.theccm.co.uk) or alternatively by bank transfer to College of Contract Management,

Account No: 33124975

Sort Code: 20-45-45

Bank: Barclays Bank United Kingdom

SWIFT Code: BARCGB22

IBAN: GB37BARC20454533124975

## REGISTRATION

The College's website has easy access for registration, either single or group candidates, with secure online payments through the check out process.

If you have difficulties with registration and online payment, the College also accepts registration via email and can offer easy payment options. If the course fee is being paid by a company, we can issue an invoice on receipt of a purchase order or email confirmation.

Our admission coordinators will be contactable on [admission@theccm.co.uk](mailto:admission@theccm.co.uk) or alternatively +44 (0) 1420 481681.

## COURSE PRESENTER

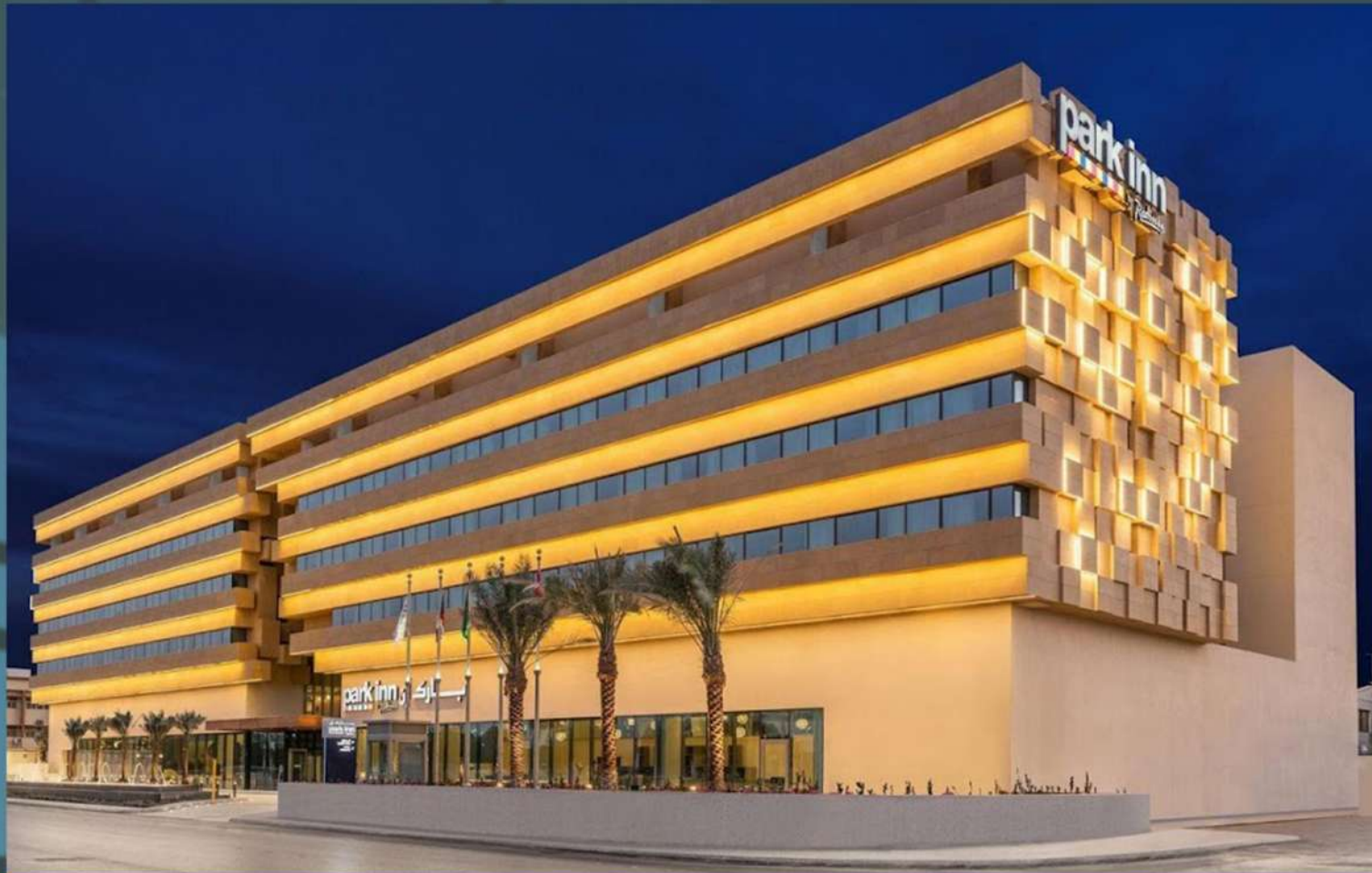


**Mark Oldbury-Shmilt**  
BSc, FRICS, FCI Arb

Mark is an experienced Managing Director with a demonstrated history of working in the construction industry. Skilled in Adjudication, Arbitration, Dispute Resolution, and Acquisitions. Strong entrepreneurship, analytical professional with a BSc in Quantity Surveying and a fellow of both the RICS and the CI Arb.

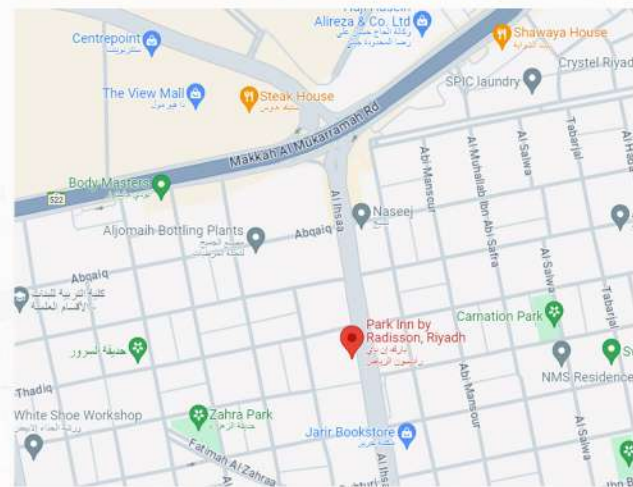
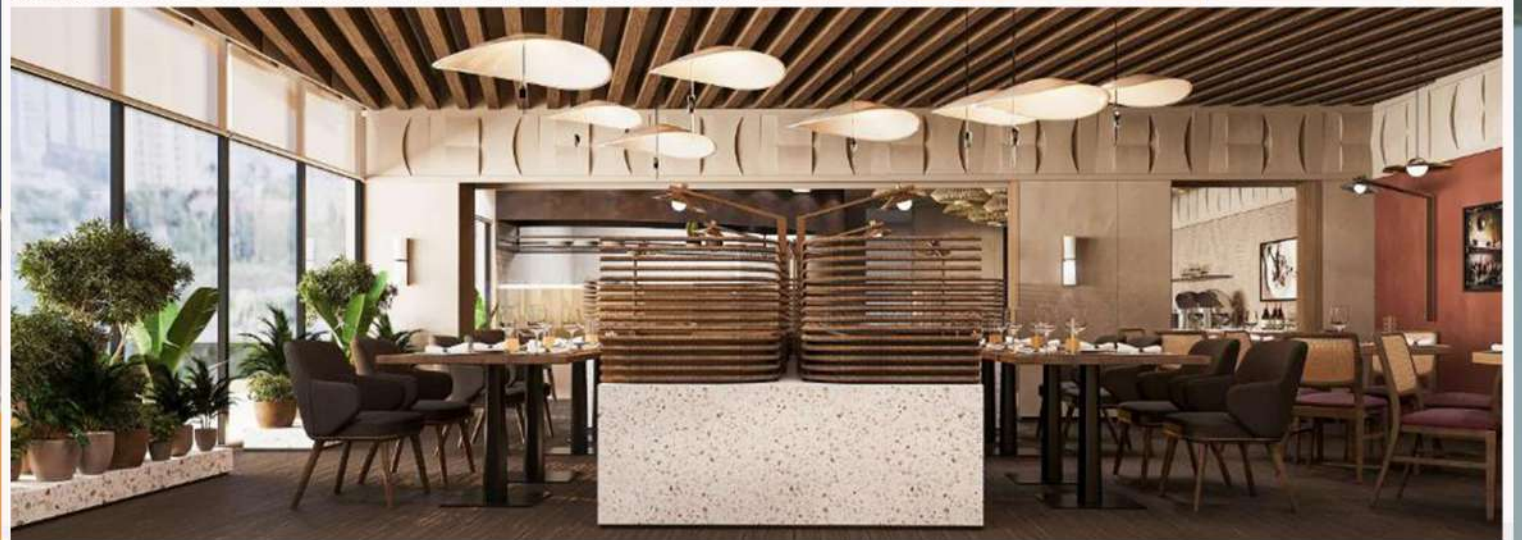
He is an accomplished chartered quantity surveyor, qualified disputes resolution practitioner with over 35 years construction industry experience across an extensive range of construction contracts.

Mark is a RICS panel appointed, accredited adjudicator and CI Arb panel appointed arbitrator. Independent expert QS and construction contracts training provider. Chairman of the West Midlands Branch of the CI Arb.



### Park Inn by Radisson, Riyadh

Street, Al Ihsaa, Az Zahra,  
Riyadh 12811, Saudi Arabia



## AGENDA

- Start at 09.30am
- Morning coffee break at 11.00am – 11.15am
- Lunch break at 12.30pm – 01.30pm
- Evening coffee break at 03.30pm – 03.45pm
- Close at 05.00pm

## TRAINING SCHEDULE IN SAUDI ARABIA

2nd, 3rd, 9th & 10th May 2025

## TESTIMONIAL



**EUR ING Dimitrios Pagonis MEng. PMP**  
Project Manager, SALFO & Associates SA - Qatar

“Comprehensive and sound knowledge of the trainer. Lectures were given in a very attractive way and covered all topics. Interesting information and very easy to follow. Practical tips provided, Q&A in real world situations, successful transfer of knowledge that can be immediately applied.”



**Samar Abdulghany**  
Project Engineer, SBG - PORR - HBK Joint Venture - Qatar

“It was useful, I gained new knowledge of contract and dispute management. Discussions were useful and good practice for managing the course”



**Houssam Mohammed Ghieh**  
Contract Admin Manager, AlSaad General Contracting W.L.L - Qatar

“I found the course extremely interesting and helpful and would highly recommend it to all.”



# PREVIOUS TRAINING IN THE MIDDLE EAST SINCE 2016

2023



2019



2017



2022



2018



2016





**College of Contract Management  
United Kingdom**

5 St. Georges Yard, Farnham, GU9 7LW United Kingdom  
[www.theccm.co.uk](http://www.theccm.co.uk) +44 1420 481681 [enquiries@theccm.co.uk](mailto:enquiries@theccm.co.uk)