



Module	Module Description	No of Workshops with each module	Work Shop topics [example only]
1	Pre contract Review & Negotiations	3	<p>Workshop 1 Project Opportunities [90 minutes].</p> <ul style="list-style-type: none"> • Contract fundamentals • Getting the details right • Procurement Risk • Credit Assessment • Payment conditions • Forms of retention <p>Work shop 2 Cost Control [90 minutes]</p> <p>Understanding and negotiating clauses relating to:</p> <ul style="list-style-type: none"> • Variations • Subcontractors • Damages / Set off Extensions of Time • Liquidated damages • Practical completion provisions <p>Workshop 3 Risk Management [90minutes]</p> <ul style="list-style-type: none"> • Insurance • Indemnification • Intellectual Property. • litigation
2	Contract Administration	2	<p>Workshop 1 Better contract administration [90minutes]</p> <ul style="list-style-type: none"> • Managing the paper work • Time bars and notices • Avoiding time bar traps • Common mistakes



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			<p>Workshop 2 Claims under the Sub contract [90 minutes]</p> <ul style="list-style-type: none"> ● How to make a variation claim ● How to make an extension of time claim ● How to make a claim for delay costs ● Managing back charge claims ● How to deal with claims for liquidated damages
3	<p>Security of Payment Claims -</p> <p>Preparation of Payment Claims / Payment Schedules</p>	3	<p>Work shop 1 Understanding SOPA [90 min]</p> <ul style="list-style-type: none"> ● How does SOPA operate ● knowing what to do ● understanding the interim nature of payment under SOPA ● getting the time frames right ● the good and the bad of SOPA <p>Work shop 2 Being better prepared under SOPA [90min]</p> <ul style="list-style-type: none"> ● Preparing payment claims ● What not to do in an Adjudication Application ● Getting the right evidence ● How to prepare a payment schedule ● Preparing the Adjudication Response <p>Workshop 3 Got the Determination – now what? [90min]</p> <ul style="list-style-type: none"> ● What happens next? ● What if there is a challenge ● How to enforce the Determination ● Defending recovery proceedings commenced by Respondent

Timing of workshops

The workshops could be conducted as stand-alone sessions, or they can be grouped together within their Module as a half day session. It has generally been found that adult learning is more effective when applied in short durations; therefore we suggest "breakfast" seminars with duration of 1.5 hours, further I understand that breakfast seminars would reach a maximum audience with the association.

We are happy to discuss the timing and frequency of the Work shops with you.