Administration of Construction Contracts and Dispute Resolution Training Course



09 - 13 Nov 2026

Vienna

5800 € (Per Person)

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Course Introduction / Overview:

Construction projects are often complex, high-value endeavors governed by intricate contracts that can lead to disputes if not managed correctly. This training course is designed to give you a complete understanding of construction contracts, from the initial drafting and negotiation to the administration of the project and the resolution of disputes. We will cover the specific challenges of this sector, from managing change orders and delays to handling claims and arbitration. The curriculum is built on a foundation of sound legal and engineering principles, drawing on the work of academics and authors like Max Abrahamson, a highly respected figure in international construction law and author of "Engineering Law and the ICE Contracts." His insights on the unique legal and technical challenges of construction projects are a key part of our program. At BIG BEN Training Center, we understand that a single contractual misstep can lead to project delays, cost overruns, and litigation. This course provides a complete, hands-on guide to help you build a robust system for managing these risks. You will learn to draft clauses that protect your interests, manage the documentation to support a claim, and implement a plan that keeps your project on track.

Target Audience / This training course is suitable for:

- Project and construction managers.
- Contract administrators and managers.
- Engineers and architects.
- Legal and compliance professionals.
- Procurement and purchasing specialists.
- Auditors and financial officers.
- Anyone involved in large-scale construction projects.

Target Sectors and Industries:

- Construction and civil engineering.
- Infrastructure and real estate development.
- Oil and gas projects.
- Power generation and utilities.
- Government agencies and public works.
- Architecture and design firms.
- Heavy industry.

Target Organizations Departments:

- Contracts and commercial.
- Project management.
- Legal and compliance.
- Procurement and supply chain.
- Finance and accounting.
- Operations.

Course Offerings:

By the end of this course, the participants will have able to:

- Master the full lifecycle of construction contracts from A to Z.
- Understand and apply different contract models (e.g., FIDIC, JCT, NEC).
- Draft and negotiate key clauses for risk, liability, and payment.
- Manage change orders, variations, and delays effectively.
- Prepare and respond to claims and disputes.
- Implement an effective project documentation and record-keeping system.
- Navigate dispute resolution mechanisms like mediation and arbitration.

Course Methodology:

This training course uses a highly practical, case-based methodology tailored to the unique environment of construction projects. We combine expert-led sessions with a focus on real-world scenarios and hands-on exercises. Participants will analyze detailed case studies of actual construction projects, examining how to handle claims, manage delays, and resolve disputes. You will work on group exercises to draft a change order and practice presenting a claim for an extension of time. The program includes workshops on how to use project management software for documentation and a deep dive into different types of dispute resolution mechanisms. We encourage active participation and group discussions, giving you the chance to share experiences and learn from your peers. At BIG BEN Training Center, our goal is to not only build your knowledge but also to empower you to handle the complex and demanding world of construction contracts with confidence.

Course Agenda (Course Units):

Unit One: Introduction to Construction Contracts

- The nature of construction contracts.
- Common contract models (FIDIC, JCT, NEC).
- Key legal principles in construction law.
- Roles and responsibilities of the parties.
- Risk allocation in a construction project.

Unit Two: Drafting and Negotiation

- Drafting key clauses: scope, quality, and timelines.
- Payment terms and cost control.
- Liability, indemnities, and insurance.
- Managing liquidated damages and penalties.
- Strategies for effective negotiation.

Unit Three: Project Administration and Change Management

- Managing change orders and variations.
- Handling delays and time extensions.
- Project documentation and record-keeping.
- Performance monitoring and reporting.
- The role of contract administrator.

Unit Four: Claims and Disputes

- Understanding claims in construction.
- Preparing and submitting a valid claim.
- Dispute avoidance strategies.
- Dispute resolution mechanisms: adjudication, mediation, and arbitration.
- Case studies of real-world disputes.

Unit Five: Advanced Topics and Best Practices

- International construction contracts.
- The role of technology in contract management.
- Legal and ethical considerations.
- Termination of a contract.
- Final project: developing a complete contract administration plan.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an industry where project success hinges on controlling costs and timelines, how can a proactive and comprehensive approach to contract administration and dispute resolution transform a construction professional's role from reactive problem solver to a strategic leader who ensures a project's successful completion and profitability?

What unique qualities does this course offer compared to other courses?

This training course is different because it focuses exclusively on the unique complexities of the construction industry. While other courses may give a general overview of contracting, our curriculum is built around the specific legal, technical, and commercial requirements of construction projects. We go beyond theoretical knowledge, using hands-on exercises and real-world case studies to help you apply what you learn immediately. We also place strong emphasis on managing change, a crucial concern for every project manager. This course is for professionals who need to go from a basic understanding of contracts to a complete mastery of construction contract administration. You will leave with the ability to handle high-stakes projects with a strategic mindset and the confidence to prevent and resolve disputes.