ClaimsClass

Construction Claims Intensive Training Course

DUBLIN 24 & 25 APRIL
Invest in your future with Claims Class

TOPICS COVERED
- Contract administration
- Types of claim
- Claim strategy
- Delay analysis
- The preliminaries to a claim
- The essential elements to a successful claim
- Responses
- Disputes
- Claim preparation and presentation
COURSE SCHEDULE

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<th>DAY 1</th>
<th>DAY 2</th>
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<tr>
<td>09:00 – 09:30 Registration</td>
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<tr>
<td>09:30 – 11:00 Module 1 - Contract Administration</td>
<td>09:30 – 11:00 Module 4 - The Essential Elements to a Successful Claim</td>
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<tr>
<td>11:00 – 11:45 Assignment No. 1</td>
<td>11:00 – 11:45 Assignment No. 4</td>
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<td>11:45 – 12:00 Refreshment Break</td>
<td>11:45 – 12:00 Refreshment Break</td>
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<tr>
<td>12:00 – 13:30 Module 2 - Types of Claim</td>
<td>12:00 – 13:30 Module 5 - Compilation and Presentation of Claims and Responses</td>
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<td>13:30 – 14:30 Networking Lunch</td>
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<td>14:30 – 15:15 Assignment No. 2</td>
<td>14:30 – 15:15 Assignment No. 5</td>
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<td>15:15 – 16:45 Module 3 - Delay Analysis</td>
<td>15:15 – 16:45 Module 6 - Responses, Determinations and Disputes</td>
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<td>16:45 – 17:00 Refreshment Break</td>
<td>16:45 – 17:00 Refreshment Break</td>
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<td>17:00 – 17:45 Assignment No. 3</td>
<td>17:00 – 17:45 General Discussion and Close Out</td>
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MODULE CONTENT

MODULE 1
CONTRACT ADMINISTRATION
This module deals with the creation of good contract administration practices to prevent and to effectively manage claims. Topics include contract documents, programmes and planning, project records and records for claims. The creation of a claim strategy is also dealt with in this module.

MODULE 2
TYPES OF CLAIM
The various types of claim including those for variations, extensions of time, prolongation, acceleration disruption and damages are discussed in this module. The importance of notices and claim procedures are also dealt with here.

MODULE 3
DELAY ANALYSIS
An extension of time claim will fail unless it demonstrates that the delay had an effect on the completion date. This module discusses delay analysis principles including concurrent delay, float and the critical path, in order to link cause and effect. Various delay analysis methods are discussed and practical examples provided.

MODULE 4
THE ESSENTIAL ELEMENTS TO A SUCCESSFUL CLAIM OR RESPONSE
In order for a claim to succeed, it must include several essential elements. This module deals with what should be included in a claim and effective ways of dealing with these requirements.

MODULE 5
COMPILATION AND PRESENTATION OF CLAIMS AND RESPONSES
Having a just case does not always ensure a successful outcome and many claims have failed through poor presentation. The effective presentation of a claim will assist those responsible for reviewing the claim and this module discusses ways and means of ensuring the claim is compiled and presented to best effect.

MODULE 6
RESPONSES, DETERMINATIONS AND DISPUTES
Every claim requires a response or determination of some sort. This module deals with effective ways of presenting responses so as to close out issues in a timely manner and prevent disputes. Dispute procedures and practices are also discussed here.
Andy Hewitt has almost 40-years experience in the construction industry, which has been gained in the United Kingdom, West Africa and the Middle East. He has held senior contracts, commercial and project management positions with contractors, sub-contractors and consultants, including several years operating his own consultancy practice, both in the UK and in the Middle East, where he has worked on several iconic projects. He is the author of the internationally acclaimed book *Construction Claims & Response; effective writing & presentation*, and often contributes articles to industry publications.

Andy's experience led him to specialise in contractual issues, claims and dispute management, both as a consultant and as a teacher and trainer. To this end, he developed and launched the Claims Class distance learning and intensive training courses, which are offered on an international basis.
CONSTRUCTION CLAIMS & RESPONSES: EFFECTIVE WRITING AND PRESENTATION.

Construction Claims & Responses: effective writing and presentation was written with the emphasis on providing practical hands-on advice to those involved in the submission and review of claims. It was voted book of the month by Construction Books Direct during the first month of publication and has enjoyed international sales success since it’s launch. It is essential reading for those new to claims and provides an excellent aide-memoire for those with more experience.

The Claims Class Intensive Training Course provides delegates the opportunity to learn the principles contained in the book directly from the author.

TESTIMONIALS:

‘Very satisfied with the overall learning experience’
CHARLES DE LEON

‘Very good course, expertly put across with many interesting and practical ideas and experiences’
DARREN JONES

‘Very satisfied. The course content and host were excellent. A valuable course’
CRAIG MCPHEATOR

‘Very satisfied. Material clearly presented by an informed and experienced speaker.’
RUSSELL HIGH

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REGISTRATION:
Please go to www.constructionclaimsclass.com to register.
The first 6 delegates to register will receive a complimentary copy of Construction Claims & Responses: effective writing and presentation by Andy Hewitt, cover price £49.99.