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COURSE BROCHURE

# Advanced Contract and Project Skills for Non-Specialists Course

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Amman

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Registered in the United Kingdom and Saudi Arabia

# Advanced Contract and Project Skills for Non-Specialists Course

**Ref:** 139_3737 **Date:** 20 – 31 December 2026 **Location:** Amman **Fees:** 5500 GBP

Contract and Project Skills for Non-Specialists is a 2-week advanced training course for engineers, operations managers and technical leads who sign, supervise or deliver agreements without being contract professionals, and each participant assembles a contract and project control toolkit for their own work. Technical managers now take decisions that change scope, cost and entitlement every week, often without seeing the clause behind them. Jupiter Prime Training offers contract and project skills for non-specialists in this format.

## Why Contract and Project Skills for Non-Specialists Matter Now

Three shifts put these skills in the hands of non-specialists. Lean commercial departments cannot sit beside every engineer, so site and operations staff issue instructions that carry contractual weight. Schedules are tighter and suppliers more specialised, so a missed approval or unrecorded delay quickly becomes a claim. Sponsors also expect technical managers to explain cost and time movement in commercial terms. Organisations whose technical leads read contracts and control scope avoid accidental variations and weak records; those that rely on goodwill discover the gaps when a dispute starts. The course draws on the contract lifecycle of World Commerce & Contracting WorldCC and on change and notice practice from International Federation of Consulting Engineers FIDIC forms.

## Who Gains Most from Contract and Project Skills for Non-Specialists

- Engineers who supervise contractors and approve work on site or in the plant
- Operations and maintenance leads who manage service providers against agreed levels
- Technical managers who draft specifications and accept deliverables
- Functional heads who sponsor projects and sign off cost or time changes
- IT and facilities leads who run outsourced services day to day

An engineering, operations or facilities department gains most when several of its supervisors attend together and agree one way of recording instructions, approvals and delays.

## Contract and Project Skills for Non-Specialists Capabilities

Participants learn to read an agreement as a set of triggers, deadlines and authority limits that shape their technical decisions.

- Apply a structured reading method to locate scope, payment, change and notice clauses — site and plant supervisors
- Build an obligations tracker from contract text — commercial colleagues
- Design a scope baseline and work breakdown linked to deliverables — project sponsors
- Calculate schedule float and delay impact using critical path logic — programme reviewers
- Test proposed changes for contractual effect before instructing — approving managers
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Communicate progress, risk and change status in commercial terms — senior leadership

## Key Contract and Project Skills for Non-Specialists Terms

- Scope of work — the defined description of deliverables, standards and boundaries a supplier must provide under the agreement.
- Instruction — a direction from an authorised person that may change scope, sequence or timing and carry cost.
- Critical path — the longest chain of dependent activities, which sets the earliest possible completion date.
- Float — the time an activity can slip without delaying completion or a linked milestone.
- Acceptance criteria — measurable conditions a deliverable must meet before it is signed off as complete.
- Change order — a formal record approving a change to scope, price or time under the agreement.

## Contract and Project Skills for Non-Specialists Day by Day

## Day 1: Contracts and Projects Seen by Technical Managers

- Contract And Project Interface Map — Where Technical Decisions Create Commercial Effect
- Common Agreement Types — Supply, Service, Construction And Consultancy
- Authority Limits And Delegations — Who May Instruct, Accept Or Approve
- Case Studies From Utilities And Manufacturing — Costly Informal Decisions
- Personal Exposure Self-Check — Prioritising Skills Gaps For The Course

## Day 2: Reading a Contract Efficiently

- Structured Reading Method — Finding Scope, Price, Time And Change Quickly
- Definitions And Interpretation Clauses — Avoiding Misread Technical Terms
- Order Of Precedence — Settling Conflicts Between Specification And Conditions
- Plain-Language Clause Summaries — Briefing Site And Plant Teams
- Red Flag Checklist — Spotting Unusual Liability Or Penalty Terms

## Day 3: Obligations and Deadlines

- Obligations Tracker Build — Turning Clauses Into Dated Actions
- Approval And Review Periods — Responding Before Deemed Acceptance Applies
- Notice Triggers For Technical Events — Recognising Delay, Defect And Site Conditions
- Correspondence Discipline — Writing Letters And Minutes That Protect Positions
- Daily Records And Site Diaries — Capturing Evidence Without Extra Burden

## Day 4: Scope Definition and Control

- Scope Baseline And Work Breakdown Structure — Fixing What Is In And Out
- Specification Quality Review — Reducing Ambiguity Before Award
- Interface And Battery Limit Definition — Preventing Gaps Between Suppliers
- Scope Creep Indicators — Separating Clarification From Additional Work
- Acceptance Criteria Design — Making Sign-Off Measurable

## Day 5: Scheduling for Contract Deliverables

- Activity Sequencing And Dependencies — Building A Credible Logic Network
- Critical Path Method — Identifying Activities That Drive Completion
- Float Ownership — Deciding Who Benefits From Schedule Slack
- Contractor Schedule Submission Review — Accepting Or Rejecting Programmes
- Look-Ahead Schedules — Coordinating Weekly Site And Supplier Work

## Day 6: Cost Tracking and Payment

- Budget Breakdown Linked To Deliverables — Tracking Commitments Against Scope
- Measurement And Progress Valuation — Certifying Only Completed Work
- Earned Value Basics — Reading Cost And Schedule Performance Indices
- Invoice Checking Routine — Matching Claims To Records And Rates
- Cost Forecast At Completion — Warning Sponsors Early

## Day 7: Change and Variation Handling

- Change Identification Routine — Recognising Instructions That Alter Scope
- Impact Assessment Template — Estimating Time And Cost Before Approval
- Change Order Workflow — Routing Requests Through Proper Authority
- Change Register Upkeep — Keeping One Record Of Approved And Pending Items
- Supplier Change Proposals — Evaluating Price And Programme Effects

## Day 8: Delays, Defects and Early Warnings

- Delay Event Recording — Linking Causes To Schedule Impact
- Extension Of Time Basics — Recognising When Suppliers Are Entitled
- Defect Notification And Remedy Periods — Protecting Quality Rights
- Early Warning Meetings — Resolving Problems Before They Become Claims
- Liquidated Damages Awareness — Weighing Enforcement Against Relationship

## Day 9: Supplier Performance and Handover

- Service Level Monitoring — Measuring Contractor Performance Against Agreed Levels
- Progress Meeting Agenda And Minutes — Driving Actions And Decisions
- Testing, Commissioning And Handover Records — Accepting Completed Works
- Punch List And Snagging Control — Closing Outstanding Items
- Close-Out Lessons Log — Improving The Next Specification

## Day 10: Practising the Contract and Project Control Toolkit

- Clause Summary For A Live Agreement — Applying The Reading Method
- Obligations And Notice Tracker — Confirming Dates And Owners
- Scope, Schedule And Cost Baseline Check — Testing Control Readiness
- Change And Delay Response Drill — Rehearsing Instructions And Records
- Contract And Project Control Toolkit — Assembling The Toolkit For Peer Review

## Applying Contract and Project Skills for Non-Specialists After the Course

- Build an obligations and notice tracker for one live supplier agreement and share it with the commercial focal point.
- Introduce a change impact template for every site or plant instruction and review the change register with the sponsor monthly.

## Contract and Project Skills for Non-Specialists Questions FAQ

### What are contract and project skills for non-specialists, and why do they matter now?

Contract and project skills for non-specialists are the reading, scope, scheduling, cost and change methods technical managers need to control agreements they supervise. They matter now because engineers and operations leads increasingly take decisions with contractual effect while commercial teams are stretched thin.

### Which roles gain most from contract and project skills for non-specialists training?

Engineers, operations and maintenance leads, technical managers and functional sponsors gain most, because they instruct suppliers, accept deliverables and approve changes. IT and facilities leads running outsourced services also benefit from the same tracking and change routines.

### How does contract and project skills for non-specialists training differ from a course on AI tools for projects?

It builds human judgement in reading clauses, controlling scope and recording change, without relying on software. AI-focused courses concentrate on automation and analytics; this course gives non-specialists the contractual and scheduling foundations any tool still depends on.

### What do you bring back from contract and project skills for non-specialists training?

You bring back a contract and project control toolkit for one of your own agreements, including a clause summary, obligations tracker, baseline check and change routine. Colleagues in your department can reuse it on their supplier agreements.

## Contract and Project Skills for Non-Specialists: The Way Forward

The contract and project control toolkit first informs which instructions, approvals and notices need recording on the participant's live agreement. Supervisors, commercial focal points and sponsors use it to share one picture of scope, schedule and change. After the first month, revisit the authority limits and records routine, because real site and plant pressures show where the toolkit needs simplifying.