Haward Technology Middle East

COURSE OVERVIEW CM0185
Work Assignment with Contract

Course Title
Work Assignment with Contract

Course Date/Venue
July 13-17, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai UAE

Course Reference
CM0185

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Work Assignment with Contract. It covers the definition and types of work assignments and the role and responsibilities of work development; the relationship between work assignments and contracts and the importance of alignment with business goals; the fundamentals of contract management, legal framework and compliance; the types of work contracts and scope of work (SOW) definition; the interdepartmental coordination in assignments and procurement's role in selecting service providers; and the HR's role in mobilization and onboarding and operations team's oversight of work execution.

Further, the course will also discuss the workforce planning, resource allocation and contractual risk identification and mitigation; setting measurable objectives and the contractor performance indicators, incentives and penalties and monitoring systems and scorecards; the subcontracting and multi-party agreements, health, safety, and environment (HSE) clauses and confidentiality, IP and data protection; the mobilization and onboarding of assigned workers, daily work assignment and coordination; and monitoring and reporting and dispute resolution during execution.

During this interactive course, participants will learn the change management in contractual work, quality assurance and inspections, cost management and budget tracking; the invoice processing and payment terms, ethics in contractual assignments and termination of work assignments; the technology in work assignment management, audit and compliance reviews and stakeholder communication and reporting; and the industry benchmarks and standards, success factors in large projects and sustainability and ESG considerations.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on work assignment with contract

- Discuss the definition and types of work assignments, role and responsibilities of work development, the relationship between work assignments and contracts and the importance of alignment with business goals

- Explain the fundamentals of contract management, legal framework and compliance, types of work contracts and scope of work (SOW) definition

- Identify the interdepartmental coordination in assignments, procurement's role in selecting service providers, HR's role in mobilization and onboarding and operations team's oversight of work execution

- Employ workforce planning, resource allocation and contractual risk identification and mitigation

- Set measurable objectives and identify contractor performance indicators, incentives and penalties and monitoring systems and scorecards

- Review subcontracting and multi-party agreements, health, safety, and environment (HSE) clauses and confidentiality, IP and data protection

- Carryout mobilization and onboarding of assigned workers, daily work assignment and coordination, monitoring and reporting and dispute resolution during execution

- Employ change management in contractual work, quality assurance and inspections, cost management and budget tracking

- Apply invoice processing and payment terms, ethics in contractual assignments and termination of work assignments

- Identify technology in work assignment management and apply audit and compliance reviews and stakeholder communication and reporting

- Discuss industry benchmarks and standards, success factors in large projects and sustainability and ESG considerations

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**®). The **H-STK**® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of work assignment with contract for project managers, contract administrators / contract managers, procurement and supply chain professionals, legal and compliance officers, site engineers / supervisors / operations managers, HR and workforce planning officers, finance and budget analysts, vendors and contractors, government and public sector officials, anyone involved in tendering or work outsourcing.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

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Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

-   British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-   The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Contracts** & **Management Consultant** with over **25 years** of extensive experience in the areas of **Construction Contracts** Management, **Project Procurement** & **Contract** Management, **Contracts** & **Procurement**, FIDIC & **International Contract Laws**, **Construction Law**, Principles of **Design Management**, **Quality** Management, **Data Quality Control**, **Data Quality Assessment**, **Data Quality Planning**, **Data Quality Strategy Management**, **Data Modelling**, **Root Cause Analysis & Solution Development**, **Project Planning, Scheduling & Cost Control Professional**, **Project Scheduling & Cost Control**, **Facilitation & Leadership** Skills, **Creativity & Thinking** Modes, **Human Resource Scorecard** Management, **Career Laddering**, **Fast-Track Career Progression** Application, **Knowledge** Management, **Customer** Management, **Leadership** Skills, **Presentation** Skills, **Contract** Management, **Quality** Management, **Commercial Strategy**, **Project** Management, Sales Strategy and Knowledge & **Intangible Asset Assessment** Design. Further, he is also well versed in **Organization Management & Business Consulting**, **Stakeholder & Supplier Evaluation**, **Data Collection & Information Gathering**, **Value & Supply Chain** Management, **Intellectual Property & Innovation** Assessments, **Logistics & Supply Chain** Management, **Budgeting & Cost Control** and **Marketing** Management. Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider**, **Founder-Principal/CIO**, **Subject Matter Expert**, **Consulting Partner**, **Executive/Management Development Facilitator**, **Multinational/Corporate Senior Management Consultant**, **Senior Quality & Management Consultant**, **Executive Management Development/Facilitator**, **Business Consultant/Facilitator**, **Business & Quality Consultant/Coach**, **Client Director**, **Administration Manager**, **Quality Manager**, **International Sales & Business Development Executive**, **Regional Sales Manager**, **National Key Accounts Manager**, **Commercial Sales & Marketing Consultant**, **Admin Assistant**, **Sales & Marketing Representative**, **Key Note Speaker**, **Lecturer** and **Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American**, **BHP Billiton**, Rio Tinto, DI Management Solutions (BPO), Master Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, **Unilever**, **Kellogg's**, BAT, **Hershey's**, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master** degrees in **Leadership & Innovation**, **Business Administration** and **Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer**, **Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**) and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

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Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:   **Sunday, 13th of July 2025**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	**Understanding Work Assignment Concepts** *Definition and Types of Work Assignments • Roles and Responsibilities in Work Deployment • Relationship Between Work Assignments and Contracts • Importance of Alignment with Business Goals*
0930 – 0945	*Break*
0945 – 1030	**Fundamentals of Contract Management** *What is a Contract? Elements and Types • Key Parties and Their Obligations • Contract Lifecycle Overview • Overview of Contract Risks and Mitigations*
1030 – 1130	**Legal Framework & Compliance** *Basic Contract Law Principles • Legal Enforceability and Validity • Employment Law and Labor Compliance • Local Regulations and Jurisdictional Considerations*
1130 – 1215	**Types of Work Contracts** *Fixed-Price versus Cost-Reimbursable versus Time & Material • Unit Rate and Framework Agreements • Service-Level Agreements (SLA) • Contracts for Outsourced versus In-House Work*
1215 – 1230	*Break*
1230 – 1330	**Scope of Work (SOW) Definition** *Elements of a Strong SOW • Defining Deliverables, Timelines and Performance Standards • Inclusion of Tools, Materials and Methods • Integrating SOW into Contracts Effectively*
1330 – 1420	**Roles of HR, Procurement & Operations** *Interdepartmental Coordination in Assignments • Procurement's Role in Selecting Service Providers • HR's Role in Mobilization and Onboarding • Operations Team's Oversight of Work Execution*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2:   **Monday, 14th of July 2025**

0730 – 0830	**Workforce Planning & Resource Allocation** *Identifying Required Skillsets • Planning Labor Based on Project Requirements • Scheduling and Time Management • Addressing Shortages and Surpluses*
0830 - 0930	**Contractual Risk Identification & Mitigation** *Common Risks in Contractual Assignments • Indemnity and Limitation of Liability Clauses • Insurance and Bonding Requirements • Force Majeure and Unexpected Events*
0930 – 0945	*Break*
0945 – 1100	**Performance Metrics & KPIs in Contracts** *Setting Measurable Objectives • Contractor Performance Indicators • Incentives and Penalties • Monitoring Systems and Scorecards*

1100 – 1215	**Subcontracting & Multi-Party Agreements** *When and How to Subcontract • Legal and Operational Impacts • Flow-Down Clauses and Obligations • Communication Across Multi-Tiered Teams*
1215 – 1230	*Break*
1230 – 1330	**Health, Safety, & Environment (HSE) Clauses** *Embedding Safety Responsibilities in Contracts • HSE Induction and Training for Assigned Personnel • Reporting Requirements and Incident Management • Contractor HSE Audits and Inspections*
1330 – 1420	**Confidentiality, IP, & Data Protection** *Non-Disclosure Agreements (NDAs) • IP Ownership and Usage Rights • Cybersecurity and Data Protection Clauses • GDPR and Other Regional Compliance*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3:   **Tuesday, 15th of July 2025**

0730 – 0830	**Mobilization & Onboarding of Assigned Workers** *Pre-Mobilization Requirements • Site Access, Training, and Induction • Mobilization Checklists • Assignment of Tools and Responsibilities*
0830 – 0930	**Daily Work Assignment & Coordination** *Work Orders and Assignment Tracking • Job Cards, Schedules, and Shift Rosters • Real-Time Communication Protocols • Supervisor and Team Leader Responsibilities*
0930 – 0945	*Break*
0945 – 1100	**Monitoring & Reporting** *Daily Progress Reports (DPRs) • Contractor Performance Updates • Timesheet and Activity Tracking • Reporting Tools and Dashboards*
1100 – 1215	**Dispute Resolution During Execution** *Types of Work-Related Disputes • Dispute Resolution Mechanisms in Contracts • Role of Arbitration and Mediation • Escalation Hierarchy and Documentation*
1215 – 1230	*Break*
1230 – 1330	**Change Management in Contractual Work** *Recognizing Change in Scope • Issuing and Approving Change Orders • Contract Amendment Protocols • Budget and Time Impacts*
1330 – 1420	**Quality Assurance & Inspections** *Quality Control Plans in Contract Execution • Checklists and Site Inspection Forms • Managing Non-Conformities • Corrective and Preventive Actions (CAPA)*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4: **Wednesday, 16th of July 2025**

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0730 – 0830	**Cost Management & Budget Tracking** *Estimating Labor and Equipment Costs • Tracking Actual versus Forecasted Costs • Handling Cost Overruns and Claims • Variance Analysis and Reporting*
0830 – 0930	**Invoice Processing & Payment Terms** *Contractual Payment Milestones • Documentation for Invoice Approval • Dispute Handling for Payments • Withholding and Retention Policies*
0930 – 0945	*Break*
0945 – 1100	**Ethics in Contractual Assignments** *Anti-Bribery and Corruption Practices • Ethical Dilemmas in Contractor Selection • Conflict of Interest Scenarios • Building an Ethical Culture*
1100 – 1215	**Termination of Work Assignments** *Grounds for Termination (Default, Convenience, etc.) • Notice Periods and Final Settlements • Demobilization and Asset Return • Legal Consequences and Documentation*
1215 – 1230	*Break*
1230 – 1330	**Case Studies on Work Assignment Challenges** *Misalignment of Scope and Execution • Legal Disputes and Resolution Lessons • Poor Contractor Performance Handling • Communication Gaps and Their Impact*
1330 – 1420	**Technology in Work Assignment Management** *Digital Contract Management Tools • Workforce Management Software • e-Tendering and Assignment Automation • Integration with ERP Systems*
1420 – 1430	**Recap** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

Day 5: **Thursday, 17th of July 2025**

0730 – 0830	**End-to-End Contract Work Assignment Simulation** *Group Exercise: Assigning Tasks Under a Contract • Creating SOW and Assigning Workforce • Monitoring Progress and Addressing Issues • Presenting Outcomes and Lessons Learned*
0830 – 0930	**Audit & Compliance Reviews** *Internal and External Audits • Preparing for Compliance Checks • Contractor Documentation and Records • Lessons from Audit Findings*
0930 – 0945	*Break*
0945 – 1100	**Stakeholder Communication & Reporting** *Stakeholder Mapping and Engagement • Periodic Reporting Templates • Communication During Issues and Escalations • Feedback Collection and Follow-Up*
1100 – 1215	**Best Practices in Contractual Work Assignments** *Industry Benchmarks and Standards • Success Factors in Large Projects • Sustainability and ESG Considerations • Lessons from Global Projects*
1215 – 1230	*Break*

1230 – 1345	**Assessment & Knowledge Review** *Knowledge Check Quiz • Group Discussion on Key Takeaways • Individual Reflection Exercises • Feedback Forms*
1345 – 1400	**Course Conclusion** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Covered During the Course*
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-
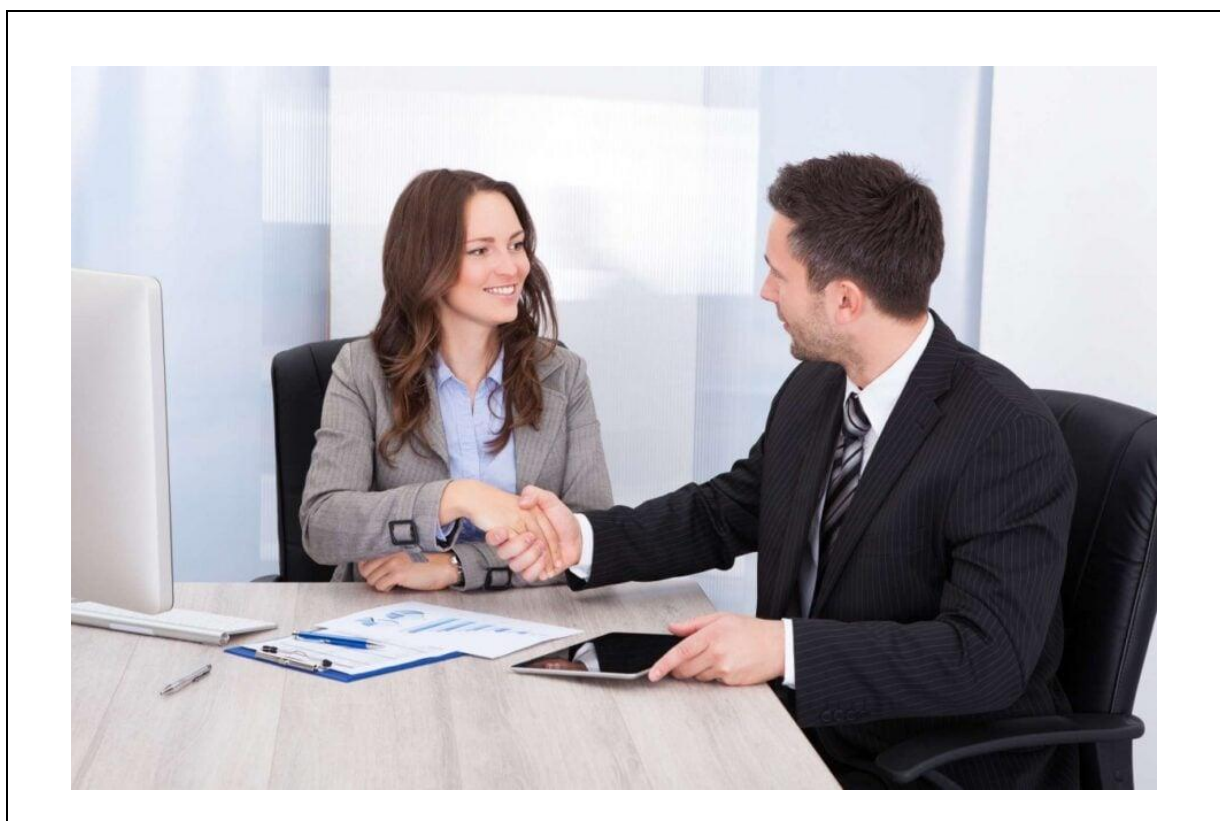
Course Coordinator

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