



College of Contract Management  
United Kingdom

Certificate in

# Claims Preparation and Dispute Management

in Dubai, United Arab Emirates

Accredited by



## Face to Face Programme

12th, 13th, 19th and 20th July 2025

Direct Entry to ACI Arb

# Introduction

Preparation of an effective claim, particularly developing the strategic approach is necessary to prepare a robust and convincing claim with the aim of encouraging the recipient to recognise its cost and to support amicable negotiations. The manner in which a claim is presented can maximise the potential for recovering potential losses. Claims preparation will be phased in four categories as research, analysis, evaluation and effective writing. The training covers all main forms of contract including FIDIC, NEC, JCT in accordance to the participants' geographical locations and the uses of publications.

The training is aimed at professionals/employees who are working for employers, consultants, contractors and sub-contractors and also suitable for intermediate professionals providing a brief overview and the skills to quantify claims, determine causation, assess responsibility and determine time and financial consequences for income management and income protection.

The course is primarily intended for (but not limited to) the following types of projects in the Engineering, Procurement and

Construction Sectors: Construction, Oil and Gas, Petrochemical, Infrastructure, Power Plants, Turnkey and Pipeline Projects.

The course includes sample claim documents, practical examples and case studies for acquiring skills and understanding the science behind construction claims.

The course will cover the key techniques used to assess COVID-19 claims.

## CI Arb Recognised Course Provider

Candidates who have successfully completed the Certificate course will be exempted from the CI Arb Introduction to ADR Module.

This exemption directly leads to Associate Membership of the CI Arb (ACI Arb).



## Course Outcomes

- Manage Project Documentation
- Implement Procedures for Record Keeping
- Provide Contractual Advice
- Evaluate Change Orders
- Prepare Effective Claims
- Determine Liability and Quantify Damages
- Delay Analysis Techniques
- Assessing the Merits and Defending Claims
- Avoid Disputes or Find Resolutions
- Prepare a High Standard Report

## Participants

- Quantity Surveyors
- Civil Engineers
- Project Managers
- Site Managers
- Commercial Managers
- Contract Engineers/Administrators
- Planners
- Project Engineers
- Control Engineers
- Construction Lawyers
- Related Professionals



# Benefits to Employers

- Maximise the revenue and recover potential losses
- Dealing effectively with documentation for project entitlements and obligations
- Determining entitlement to extension of time
- Skills to quantify claims and determine causation for income management
- Skills to prepare a high standard claims report
- Direct entry to ACI Arb at successful completion
- Provide relief in pressure to deliver complex projects on time and within budget
- Increasing the probability of successful resolution of the dispute
- Increasing skills to manage disputes in the field of non-court dispute resolution



# Benefits to Participants

- Formal CPD Hours
- Gain contract management knowledge and skills
- Higher salary and demandable position
- Develop your career as a Contract/Commercial Manager or Claims Consultant
- Gain talents to work as a successful Contract/Commercial Manager
- Leads to a fantastic professional career



# Agenda

What you can expect to learn about

## Daily Schedule

### Session 1

9:30am - 11:00am

### Morning Coffee Break

11:00am - 11:15am

### Session 2

11:15am - 12:30pm

### Lunch Break

12:30pm - 1:30pm

### Session 3

1:30pm - 3:30pm

### Evening Coffee Break

3:30pm - 3:45pm

### Session 4

3:45pm - 5:00pm

## Day 1

### Saturday 12th July 2025

- Introduction
- Law of the Contract
- Introduction to Claims
- Claims Under the Contract
- Standard Forms and Applications
- Payment Methods
- Change Orders
- Group Exercises
- Projects and Problems

## Day 2

### Sunday 13th July 2025

- Claims Relating to Time
- Claims Relating to Money
- Group Exercises
- Common Heads of Loss
- Acceleration
- Mitigation
- Procedures/Processes of Claims
- Steps in Accordance with JCT, FIDIC and NEC
- Various Exercises Throughout the Day

## Day 3

### Saturday 19th July 2025

- Preparing Successful Claims
- Research and Investigating Project Documentation
- Delay Analysis Using Planning Techniques
- The Programme in a Chain Situation
- Selecting a Delay Analysis Method
- Exercises
- EOT Assessment and Analysis Techniques
- Extension of Time Submissions

## Day 4

### Sunday 20th July 2025

- Alternative Dispute Resolution
- Negotiation
- Dispute Adjudication Boards (DAB)
- Mediation
- Exercises
- Arbitration
- Arbitration Procedure
- Law Analysis
- Various Exercises Throughout the Day

# Mark Oldbury-Shemilt

BSc, FRICS, FCIArb

Course Presenter and Senior Lecturer

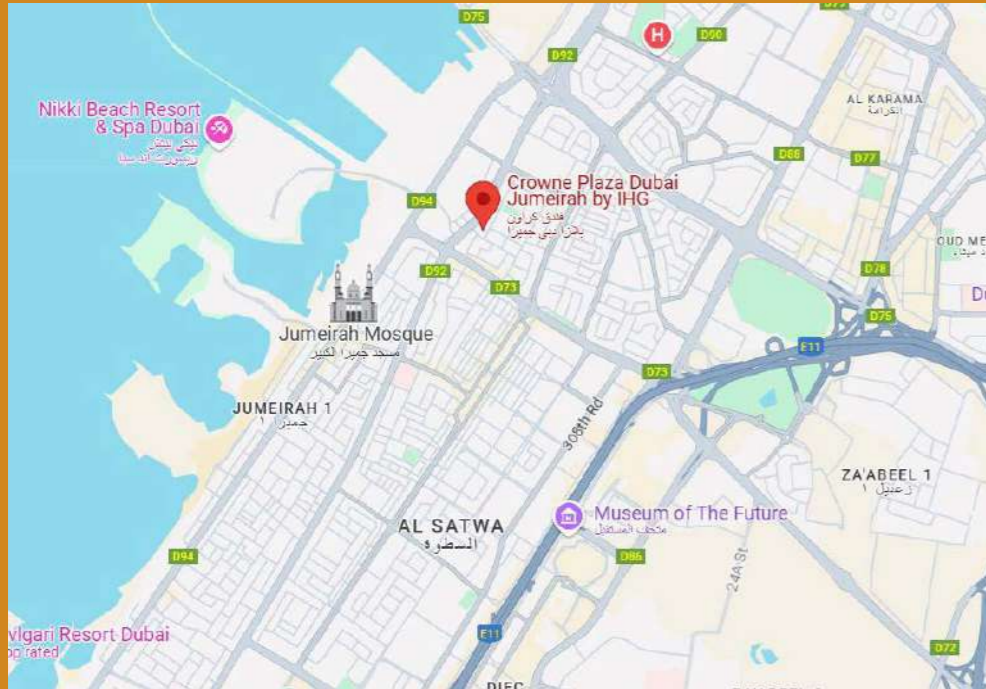


Mark is an experienced Managing Director and Claims Expert, with a demonstrated history of working in the construction industry. Skilled in Adjudication, Arbitration, Dispute Resolution, and Acquisitions. Mark is an analytical professional with a BSc in Quantity Surveying and a fellow of both the RICS and the CIArb.

He is an accomplished chartered quantity surveyor, qualified disputes resolution practitioner with over 35 years of construction industry experience across an extensive range of construction contracts.

Mark is a RICS panel appointed and accredited adjudicator, CIArb panel appointed arbitrator, independent expert AQ and construction contracts training provider and is chairman of the West Midlands Branch of the CIArb.

# Location



[Goto Map](#)

## Crowne Plaza Dubai Jumeirah

Al Mina Road Opposite to Al Hudaiba Awards Bldg, Dubai 121122- UAE



# What our students say about the course

“

It was useful, I gained new knowledge of contract and dispute management. Discussions were useful and good practice for managing the course.

Samar Abdulghany  
Project Engineer, SBG - PORR - HBK Joint Venture

“

I found the course extremely interesting and helpful and would highly recommend it to all.

Houssam Mohammed Ghieh  
Contract Admin Manager, AlSaad General Contracting W.L.L

“

Comprehensive and sound knowledge of the trainer. Lectures were given in a very attractive way and covered all topics. Interesting information and very easy to follow. Practical tips provided, Q&A in real world situations, successful transfer of knowledge that can be immediately applied.

EUR ING Dimitros Pagonis MEng. PMP  
Project Manager, SALFO & Associates SA

**AED 8672**Single registration,  
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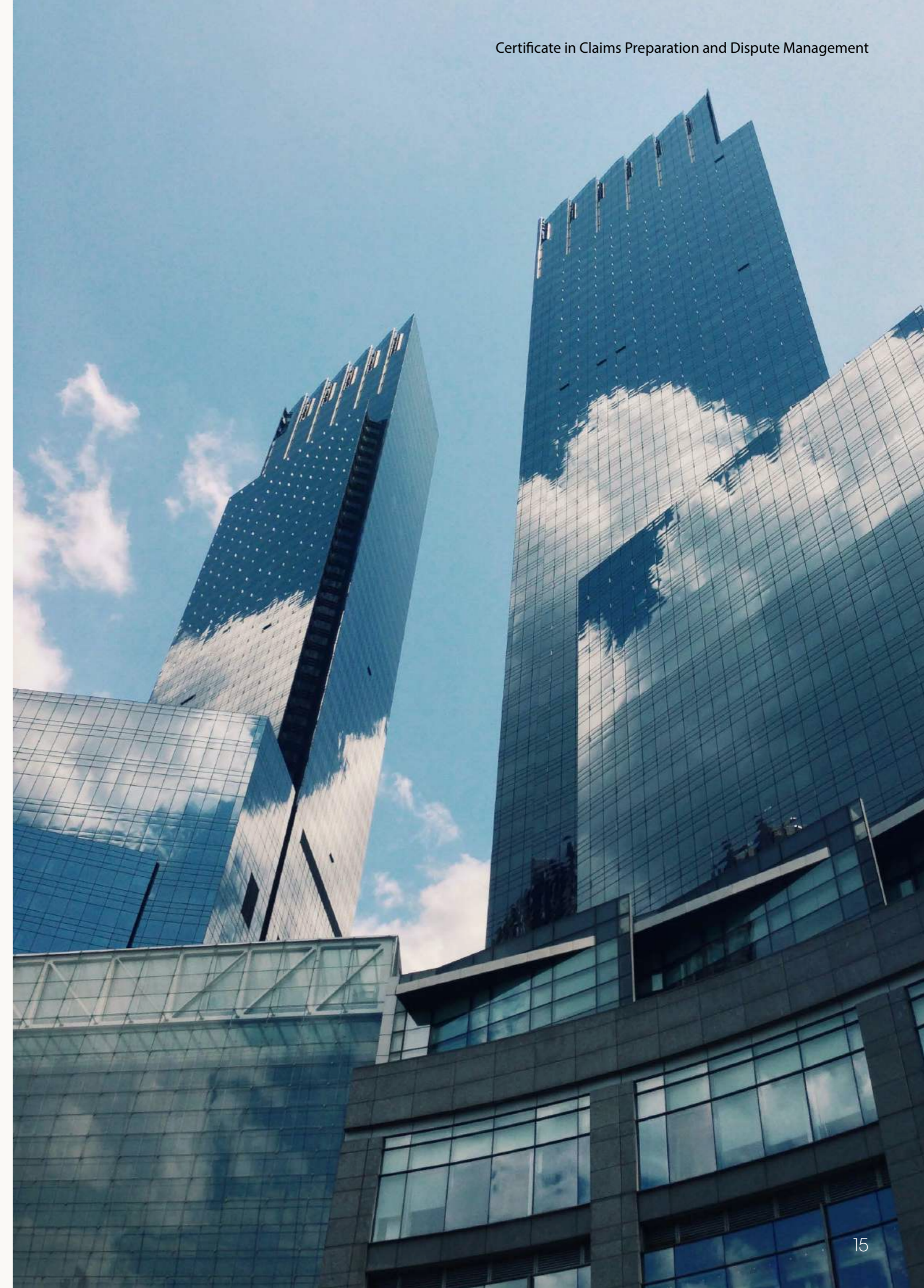
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The College's website has easy access for registration, either single or group candidates, with secure online payments through the check out process.

If you have difficulties with registration and online payment, the College also accepts registration via email and can offer easy payment options. If the course fee is being paid by a company, we can issue an invoice on receipt of a purchase order or email confirmation.

Our admission coordinators will be contactable on [admission@theccm.co.uk](mailto:admission@theccm.co.uk) or alternatively +44 (0) 1420 481681





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