



Contractual Claims Analysis and Dispute Management Course

11 – 15 October 2026
Accra

Contractual Claims Analysis and Dispute Management Course

Ref: 574_144212 **Date:** 11 – 15 October 2026 **Location:** Accra **Fees:** 4100 Euro

Overview

Contractual Claims Analysis and Dispute Management Course is a five-day advanced course for commercial and project professionals who leave with a Contractual Claims and Disputes Case File. Participants connect claim triggers, contractual notices, contemporaneous records, entitlement, causation, impact, quantum, counterclaims, negotiation, mediation, escalation, settlement evaluation, and prevention. The course turns fragmented issues into a traceable evidence and decision process. Agile Leaders Training Center presents contractual claims analysis through practical case-file controls.

Who Should Attend

- Teams identifying claim triggers, issuing notices, and maintaining contractual records
- Functions analyzing entitlement, causation, schedule effects, cost effects, and quantum
- Groups preparing or evaluating claims, counterclaims, and commercial responses
- Personnel leading negotiation, mediation, escalation, and settlement decisions
- Business partners coordinating technical, financial, procurement, and legal-support input

The course assumes participants already administer contracts or support live claims and leaves out legal advice, court representation, professional certification, and project-specific legal opinions.

Departments and Industries

The course supports departments and industries that manage contract performance, commercial exposure, and disputed change.

- Commercial management, procurement, finance, and legal support
- Projects, engineering, construction, and infrastructure
- Operations, facilities, logistics, and supply chains
- Technology, professional services, and outsourced services
- Energy, utilities, manufacturing, and transport

Learning Objectives

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



- Analyze claim triggers, rights, duties, and notice requirements
- Build a contemporaneous evidence and chronology record
- Evaluate entitlement, causation, impact, and quantum
- Diagnose counterclaims, weaknesses, and mitigation gaps
- Compare negotiation, mediation, escalation, and settlement routes
- Build a Contractual Claims and Disputes Case File

Course Agenda

Day 1: Claim Basis and Early Control

- Contractual Claim Trigger and Issue Register
- Right, Duty, and Entitlement Mapping Method
- Notice Requirement and Time-Control Tracker
- Claim Governance and Decision-Authority Matrix
- Dispute Prevention and Early-Warning Protocol

Day 2: Records, Causation, and Impact

- Contemporaneous Record and Evidence-Provenance Index
- Cause, Event, Effect, and Responsibility Model
- Schedule, Cost, and Performance Impact Register
- Mitigation Action and Rights-Reservation Log
- Evidence Gap and Reliability Review Checklist

Day 3: Claim and Counterclaim Analysis

- Claim Narrative and Factual Chronology Structure
- Entitlement, Causation, and Quantum Matrix
- Cost Build-Up and Valuation Support Schedule
- Counterclaim Basis and Response Evaluation Grid
- Claim Quality and Substantiation Review Gate

Day 4: Resolution and Settlement

- Negotiation Position, Interest, and Authority Canvas
- Mediation Issue and Settlement Option Table
- Escalation Path and Decision-Forum Map
- Settlement Value, Risk, and Trade-Off Model
- Resolution Agreement and Closure Checklist

Day 5: Contractual Claims Integration Practice

- Exercise: Map Claim Triggers, Entitlement, Notices, and Governance
- Exercise: Test Records, Causation, Impact, and Mitigation
- Exercise: Evaluate Claim, Counterclaim, and Quantum
- Exercise: Compare Resolution and Settlement Routes
- Capstone Exercise: Contractual Claims and Disputes Case File

Practical Exercises

The course uses suggested activities to connect contractual position, evidence, analysis, and resolution decisions.

- Suggested activity: map a change event to rights, duties, notices, authority, and an early-warning route.
- Suggested activity: assemble records into a chronology, then test causation, impact, mitigation, and evidence reliability.
- Suggested activity: evaluate a claim and counterclaim using entitlement, quantum, substantiation, and response controls.
- Suggested activity: compare negotiation, mediation, escalation, and settlement options, then integrate decisions into the case file.

FAQs

Who suits contractual claims analysis and what does it assume?

Contractual claims analysis suits commercial, project, procurement, engineering, finance, and legal-support professionals who already administer contracts or contribute to claims and dispute decisions.

How does contractual claims analysis differ from general contract law training?

Contractual claims analysis focuses on operational notices, records, entitlement, causation, impact, quantum, counterclaims, and resolution decisions, while general contract law training concentrates more deeply on legal doctrine, drafting, interpretation, and remedies.

What makes a contractual claim file defensible?

A defensible contractual claim file connects the contract basis, required notices, verified records, factual chronology, entitlement, causation, measured impact, quantum support, mitigation, approvals, and response history.



How are contractual claims evaluated before settlement?

Contractual claims are evaluated by testing entitlement, evidence reliability, causation, impact, quantum, counterclaims, mitigation, procedural compliance, authority, uncertainty, and the relative value of available resolution routes.

How can contractual dispute management prevent escalation?

Contractual dispute management can prevent escalation through early warning, issue ownership, timely records, disciplined notices, fact-based review, defined authority, structured negotiation, and proportionate mediation or escalation paths.

Conclusion

Participants take back a Contractual Claims and Disputes Case File that connects contractual basis, evidence, analysis, response, and resolution choices. The file makes chronology, entitlement, causation, impact, quantum, counterclaims, authority, and settlement reasoning visible. It supports consistent decisions while routing legal questions to qualified advisers.