



WORTHINGTON
& ASSOCIATES LTD.

ONE-DAY COURSE

SEMINAR MATERIALS written by procurement law expert ROBERT C. WORTHINGTON, LLB

Secrets of Contract Management

Contracts are more than just words on paper; they often detail the legal rights and legal responsibilities for every party to a contract. Contracts are also about relationships. In major projects, there are dozens of contracts and contractual relationships – all separate yet interlinked – and these must be managed carefully, as the legal aspects must work in tandem if a project is to be realized. There are also hundreds of legal rules involved in any project, from contract law, competitive bidding law, agency law, and employment law, all the way to tax law and negligence law, which could apply in any given circumstance in private or public contracting. Knowing which laws apply; how they apply and what can be done to minimize the legal risks inherent in any project is essential for any purchaser who is managing contracts.

Robert's one-day *Secrets of Contract Management* workshop examines the laws which apply to contract management, offers tips and tricks for managing the many laws and people involved and highlights where purchasers can maximize contractual success in all five phases of a contract.

If your team is managing contracts in a public organization or in a private company in Canada, you need to know these laws. This course presentation can be customized so that your team can understand how your documents, policies and procedures interface with the laws of Canada. It is filled with helpful information, can be presented in an informal way, and is designed to help you and your organization reduce legal risk and improve your contracts. It's highly valuable information that will help your contracting team save time and money.

OBJECTIVES:

In a one-day seminar, workshop participants will learn: The roles and responsibilities of managing contracts • The laws governing contract formation, enforcement and breach • How to effectively enforce and manage contractual performance • How to control "maverick purchasing" and prevent it in future • How to lawfully negotiate changes to the contract after signing • How to manage contractual obligations in the specialized world of public sector procurement • How to minimize corporate and personal liability ... And more!



ROBERT C. WORTHINGTON, LLB

Robert taught purchasers and contract managers across Canada for three decades, specializing in the laws of contract, competitive bidding and procurement. He wrote the only Canadian book on procurement law designed especially for purchasing professionals, entitled *The Purchasing Law Handbook*, now in its 2nd edition and 24th annual update. Its companion text, *The Public Purchasing Law Handbook*, is targeted to contracting and purchasing professionals working in Government and the MASH sector; and his *Desktop Guide to Purchasing Law* is designed to help procurement professionals navigate the laws of purchasing and contracting. Robert has written and presented customized training materials for numerous public and private organizations, published articles in many procurement industry magazines, and for five years was the author of the popular newsletter, *The Fine Print – Procurement Law Review*. His books are interesting and informative – and his seminar materials make learning law fun!

SEMINARS

LICENSES now available to allow your qualified personnel to teach this course!

LOCATION Your Office, Your City

FEES

- Fees are flat rate + add'l registrants + expenses + taxes.
- Robert can custom-design the course presentation based on your company's contract documents.

BOOKINGS

For a custom proposal and price quote, contact us today!

rcworthington@shaw.ca
TEL 250-580-6044

All participants receive a detailed set of seminar materials as a reference.

TESTIMONIALS:

Five stars! Very relevant and extremely well presented. The instructor had tremendous knowledge and teaching ability. He made the presentation practical and applicable to my job description.

Bob's seminars are a *must* for every contracting professional! A real eye opener! Great course!