



WORTHINGTON  
& ASSOCIATES LTD.

# TWO DAY COURSES

IN-HOUSE SEMINARS *with* ROBERT C. WORTHINGTON, LLB

## Secrets of Effective Services Contracts

**Tips and Tricks for Overcoming the Challenges of Services Contracting – A Two-Day Course for Procurement Specialists and Contract Managers**

Services Contracting is one of the most difficult types of contracting anyone can undertake. The contract governs everything, there are no templates, service providers vary widely, the risks rise exponentially the more critical the need for the service, and when things go wrong, they can go very wrong, very quickly.

This two-day course explores the many risks of contracting for any type of service and gives you the knowledge and the tools you need to find, bind, and mind your Services Contracts and Contractors.

### COURSE CONTENT

- drafting effective services contracts
- developing measurable scopes of work
- creating the necessary “control of work” and “control of Contractor” clauses
- controlling changes to the Work
- establishing insurance and indemnity provisions
- minimizing legal risks of negligent misstatement
- managing the Independent Contractor relationship
- raising Contractor standards & deliverables
- avoiding privacy and confidentiality of information issues
- determining the best copyright and intellectual property regime
- evaluating exclusion and limitation of liability clauses
- managing termination of the contract
- using electronic contracting wisely
- arbitration versus the Courts
- managing time and delay claims
- penalty and liquidated damages clauses
- ... and much more.

**WHO SHOULD ATTEND** Purchasers and Supply Managers, Contract Administrators, Human Resources Directors, Financial Officers, General Managers, and professionals working with contract, procurement, and competitive bidding documents. These types of organizations will find this course helpful:

- Airports, Airlines and Aerospace Engineering ■ Educational Institutions; Universities, Colleges, School Boards
- Federal and Provincial Governments, Crown Corporations, Municipalities and Districts ■ Forest Industry, Pulp and Paper ■ Manufacturing and Distribution ■ Medical Care Facilities, Hospitals and Health Authorities
- Mining, Minerals and Chemicals ■ Oil and Gas ■ Power and Public Utilities ■ Telecommunications
- Private Business and Services ■ Purchasing Organizations ■ Professional Associations.

**PARTICIPANT COMMENTS** ■ *Phenomenal instructor – kept class moving, kept subject moving at great pace.* ■ *Knowledgeable, interesting and entertaining presenter.* ■ *I learned how to understand legal matters in plain language, how to protect myself and my organization and I gained confidence in dealing with contractors.* ■ *His examples bring everything to life and help one understand the consequences of services contracting. Excellent course! Thank you!*

## IN-HOUSE SEMINARS

### DATES

We are currently booking in-house seminars for 2010

### LOCATION

Your Office, Your City

### FEES

- Fees are based on a flat daily teaching rate + incidental expenses + GST
- Fees include a custom-designed course presentation based on your company's competitive bidding documents.
- Train 12 – 40 staff for the same flat fee!
- For a custom seminar proposal and price quote, contact us today!

### REGISTRATION

To book a seminar for your organization, please contact:

EML rcworthington@shaw.ca

TEL 604-488-0114

*Dates booked are firm.*

***Teaching schedule fills up quickly, contact us today!***

**Participants will receive a detailed set of course materials to use as a desktop reference.**



## ROBERT C. WORTHINGTON, LLB

An award-winning lecturer in law, Robert C. Worthington, LLB, has taught purchasers and contract managers throughout Canada for over 26 years, specializing in the laws of contract, competitive bidding, and procurement. He has written two books on contract and procurement law, designed especially for contracting and procurement professionals. Robert's books and law courses are entertaining as well as informative. For more information, please visit his website at [www.purchasinglaw.com](http://www.purchasinglaw.com).