



### **Oil and Gas Sector Contract Management Workshop**

January 20 – 24, 2025, 1<sup>st</sup> Run: Lagos & Abuja

July 21 – 25, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee:** N400, 000 per Participant

**For online:** Delivery via Zoom

Online course fee: N300, 000 per Participant

**Available for In-plant Training**

**800 U\$D for foreign  
Participants**

#### **Program overview:**

This comprehensive training course is designed to equip participants with the essential knowledge and skills required for effective contract management within the dynamic oil and gas sector. Participants will gain a deep understanding of the unique contractual challenges, risks, and opportunities specific to the oil and gas industry, enhancing their ability to manage contracts efficiently and mitigate potential legal and financial risks.

It provides in-dept understanding of contract management principles, strategies, and best practices specific to the oil and gas sector, enabling participants to effectively manage contracts throughout their lifecycle and mitigate risks.

#### **For whom:**

This course is designed for Contract managers and administrators in the oil and gas sector, Legal professionals specializing in energy law, Procurement and supply chain managers, Project managers and engineers involved in oil and gas projects. Anyone involved in negotiating, managing, or administering contracts within the oil and gas industry will benefit from this course.

#### **Learning Objectives:**

At the end of the program, participants will be able to:

- Gain insights into the types of contracts commonly used in the oil and gas industry, including exploration and production agreements, service contracts, and procurement contracts.
- Learn the key stages of the contract management lifecycle, including contract formation, administration, performance monitoring, and contract closeout.
- Develop negotiation skills and learn best practices for drafting oil and gas contracts, including terms and conditions, pricing structures, and risk allocation.
- Identify and assess risks associated with oil and gas contracts, including technical, financial, and legal risks, and develop strategies to mitigate these risks effectively.
- explain regulatory requirements and compliance standards applicable to oil and gas contracts, ensuring adherence to industry regulations and standards.

#### **Course Outline:**

##### **Day 1: Module 1: Introduction to Oil and Gas Contracts**

- Overview of contract types in the oil and gas industry
- Key considerations in oil and gas contract management

##### **Module 2: Contract Formation and Administration**

- Contract formation processes and best practices

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Contract administration and compliance management

**Day 2: Module 1: Negotiation and Contract Drafting**

- Negotiation strategies for oil and gas contracts
- Drafting effective contract terms and conditions

**Module 2: Performance Monitoring and Compliance**

- Monitoring contract performance and deliverables
- Ensuring compliance with contract terms and regulatory requirements

**Day 3: Module 51: Risk Management in Oil and Gas Contracts**

- Identifying and assessing risks in oil and gas contracts
- Risk mitigation strategies and contingency planning

**Module 2: Pricing and Payment Mechanisms**

- Pricing structures and payment mechanisms in oil and gas contracts
- Cost-reimbursement, fixed-price, and incentive-based contracts

**Day 4: Module 1: Dispute Resolution and Contract Closeout**

- Managing disputes and conflicts in oil and gas contracts
- Contract closeout processes and lessons learned

**Module 2: Legal and Regulatory Compliance**

- Understanding legal and regulatory requirements in oil and gas contracts
- Compliance with industry regulations and standards

**Day 5: Module 1: Case Studies and Best Practices**

- Analysis of real-world oil and gas contract management scenarios
- Best practices for effective contract management in the oil and gas sector

**Module 2: Emerging Trends in Oil and Gas Contract Management**

- Emerging trends and technologies in oil and gas contract management
- Future outlook for contract management in the oil and gas industry

**Training Methodology:** Lectures, group discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N400, 000**  
In-plant Fee Negotiable

**WORKSHOP FEE:**

**N400, 000 per participant, VAT –N30, 000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**  
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