

**Training Title**

**CONTRACT ADMINISTRATION**

**Training Duration**

**5 days**

**Training Venue and Dates**

REF CM031	Contract Administration	5	20-24 January, 2025	\$5,500	Dubai, UAE
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**In any of the 4 or 5-star hotels. The exact venue will be informed once finalized.**

**Training Fees**

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

**Training Certificate**

**Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.**

**INTRODUCTION:**

**Introduction to Contract Administration:**

- In the realm of business, contracts serve as the backbone of agreements, defining the terms and conditions under which parties engage in transactions or partnerships. However, the execution of these agreements doesn't end with the signing of the dotted line. Instead, it marks the beginning of a process known as contract administration.
- Contract administration encompasses a series of activities aimed at ensuring that all parties involved fulfill their obligations as outlined in the contract. It involves meticulous oversight, communication, and coordination to mitigate risks, resolve disputes, and ultimately achieve the desired outcomes.
- This introduction sets the stage for a deeper exploration into the multifaceted world of contract administration, where adherence to contractual terms, proactive management, and effective communication are paramount. Through this process, organizations can safeguard their interests, foster trust among stakeholders, and lay the groundwork for successful collaborations.

**TRAINING OBJECTIVES**

- ✓ Develop in-depth knowledge of contract administration for Conventional and design & building contracts.
- ✓ Examine contract administration in different phases of the project delivery process.

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- ✓ Explore alternative contract claims and dispute resolution.
- ✓ Apply effective contracting strategies and techniques to maximize results and minimize risk.
- ✓ Manage an effective contract life cycle.
- ✓ Identify strategies and tactics to select the most qualified vendors.
- ✓ Orchestrate the negotiation process for "win-win" outcomes.
- ✓ Employ best practices for contract administration and execution.
- ✓ Ensure delivery of intended objectives and successful contract closure

### **WHO SHOULD ATTEND**

All those involved in any aspect of implementing, managing or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration.

### **TRAINING METHODOLOGY:**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your questions and to share in the development of the right answers using your analysis and experiences. Tests of multiple-choice type will be made available daily to examine the effectiveness of delivering the course.

All presentations are made in excellent colorful PowerPoint. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

### **COURSE TOPICS**

#### **Understanding the Fundamentals of Contract Administration:**

- **Definition and importance of contract administration**
- **Key stakeholders and their roles**
- **Lifecycle of a contract: from negotiation to closeout**

#### **Essential Components of a Contract:**

- **Clear and concise language**
- **Terms and conditions**
- **Performance metrics and deliverables**

#### **Implementing Effective Contract Management Processes:**

- **Document management and version control**
- **Timely communication and reporting**
- **Risk identification and mitigation strategies**

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**Proactive Risk Management:**

- Identifying common contract risks
- Strategies for risk mitigation and avoidance
- Contingency planning and dispute resolution

**Leveraging Technology for Contract Administration:**

- Contract management software and tools
- Automation of routine tasks
- Data analytics for performance evaluation and decision-making

**NOTE:**

**Pre & Post Tests will be conducted**

**Case Studies, Group Exercises, Group Discussions, Last Day Review, and assessments will be carried out.**



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P.O BOX 45304  
ABU DHABI, U.A.E

T +971 2 6264455  
F +971 2 6275344

[www.definettraining.com](http://www.definettraining.com)