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Global Learning for Operational Leaders

CONTRACTS MANAGEMENT | CM-016

Contract Administration: Understanding and Implementing Contractual Obligations

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Course content

Why Attend

This course aims to provide participants with the knowledge, concepts, skills, and tools necessary to manage and administer contracts post-award. Participants in this interactive course will learn all the processes and activities required to implement contractual obligations successfully. The course will also cover best practices in contract administration.

Course Methodology

• This course relies on the use of individual and group exercises aimed at helping participants learn all the tools and techniques used during contract implementation. The course also features the use of a number of case studies and role plays by participants followed by discussions. In addition, this course incorporates pre and post testing.

Course Objectives

• Outline the major activities and procedures of contract administration

• Explore administration tools and techniques that are used during the contract implementation

• Create a system to evaluate contractors and identify key performance indicators that can help assessing their performances.

• Explain the different types of variation orders, claims and damages and identify several alterative dispute resolutions

• Prepare for negotiating contract variations and claims to reach a satisfactory settlement

Target Audience

• 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.

• Target Competencies

• Contract administration

• Change management

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Course outline

Detailed course outline

Module-by-module outline for Contract Administration: Understanding and Implementing Contractual Obligations.

Module 1 - Principles of Contracts

• Elements of a contract

• Contract framework

• Purposes of contract administration

• Difficulties encountered in contract administration

• Competencies of contract administrators

Module 2 - Contract Administration Tools

• Knowing your contract

• Contract provisions affecting implementation

Module 3 - Tools and techniques for contract administration

• Dissection technique

• Issues and risks logs

• Developing schedule plans

• Lessons learned

• International contracting

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Course outline

Detailed course outline

Module-by-module outline for Contract Administration: Understanding and Implementing Contractual Obligations.

Module 4 - Contractor Evaluation

• Questionnaire and surveys

• Key Performance Indicators (KPIs)

• Targets and benchmarks

• Service Level Agreement (SLAs)

• Managing subcontractors

Module 5 - Changes, Claims, and Disputes

• Change process

• Breach of contract

• Money damages

• Claims and disputes

• Alternative Dispute Resolution (ADR)

• Mediation

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Seminar dates

Available seminar dates

Live dates and pricing for Contract Administration: Understanding and Implementing Contractual Obligations generated from the course details page.

Date	Location	Format	Fee
14 - 18 September 2026	Frankfurt	Classroom	**€2,470**
5 - 9 October 2026	Barcelona	Classroom	**€2,926**
16 - 20 November 2026	Istanbul	Classroom	**€2,166**
7 - 11 December 2026	Rome	Classroom	**€3,230**
11 - 15 January 2027	Vienna	Classroom	**€3,230**
8 - 12 February 2027	Barcelona	Classroom	**€2,926**
8 - 12 March 2027	Paris	Classroom	**€3,420**

Live online option	Online delivery is available at €1,250.