Training Course on Contract Administration

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic business environment, **contract administration** stands as a critical pillar for organizational success, mitigating risk and maximizing profitability. This comprehensive training course equips participants with the essential knowledge and practical skills to navigate the complexities of contract lifecycle management. By focusing on **contract negotiation**, **performance management**, and **dispute resolution**, this program empowers professionals to ensure contractual obligations are met efficiently and effectively. Participants will gain expertise in **contract compliance**, **change management**, and **claims administration**, fostering a proactive approach to safeguard organizational interests and enhance stakeholder relationships.

This course is designed to address the increasing demand for skilled professionals in **procurement management**, **project management**, and **legal compliance**. Through interactive sessions and real-world case studies, attendees will develop a deep understanding of **contract law**, **risk assessment**, and **contract documentation**. Mastering these skills will enable participants to optimize contract performance, minimize financial exposure, and drive strategic organizational growth. The course emphasizes practical application, ensuring that participants can immediately implement their learning to improve **contract efficiency**, streamline processes, and enhance overall **contract governance**.

Programme Curriculum

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Course Duration

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Course Objectives

1. Master the fundamentals of **contract lifecycle management** and its strategic importance.
2. Develop proficiency in **contract drafting** and **negotiation techniques** for favorable outcomes.
3. Implement effective **performance monitoring** and **evaluation strategies** to ensure compliance.
4. Navigate **change orders** and **variations** with precision and minimize disruptions.
5. Apply best practices for **claims management** and **dispute resolution** to protect organizational interests.
6. Utilize **contract management software** and digital tools for streamlined administration.
7. Understand and apply principles of **risk mitigation** and **compliance auditing** in contract administration.
8. Enhance skills in **stakeholder communication** and relationship management in contract contexts.
9. Optimize **contract documentation** and record-keeping for audit readiness.
10. Implement strategies for **contract performance improvement** and cost optimization.
11. Understand and apply **international contract law** principles where applicable.
12. Develop expertise in **contract closeout** and post-contract evaluation.
13. Apply **AI in contract management** for automation and efficiency.

Organizational Benefits

- Reduced financial risks through improved contract compliance.
- Enhanced project efficiency and on-time delivery.
- Strengthened supplier and client relationships.
- Minimized legal disputes and associated costs.
- Improved organizational reputation through ethical contract practices.
- Increased profitability through effective cost control and management.
- Standardized contract processes for consistency and efficiency.
- Enhanced employee competence and confidence in contract administration.

Target Participants

1. Project Managers
2. Procurement Specialists

3. Contract Administrators
4. Legal Professionals
5. Finance Managers
6. Business Analysts
7. Operations Managers
8. Sales and Account Managers

Course Outline

Module 1: Foundations of Contract Administration

- Introduction to Contract Law and Principles
- Understanding the Contract Lifecycle
- Key Roles and Responsibilities
- Ethical Considerations in Contract Management
- Overview of Contract Types

Module 2: Contract Drafting and Negotiation

- Drafting Effective Contract Clauses
- Negotiation Strategies and Techniques
- Risk Assessment and Mitigation
- Understanding Legal Terminology
- Utilizing Templates and Checklists

Module 3: Performance Management and Monitoring

- Establishing Performance Metrics
- Monitoring Compliance and Progress
- Managing Deliverables and Milestones
- Documenting Performance Issues
- Implementing Corrective Actions

Module 4: Change Management and Variations

- Identifying and Managing Change Orders
- Assessing the Impact of Variations
- Negotiating Change Order Terms
- Documenting Change Processes
- Minimizing Disruption and Delays

Module 5: Claims Management and Dispute Resolution

- Understanding Claims and Disputes
- Developing Effective Claims Strategies
- Negotiation and Mediation Techniques
- Arbitration and Litigation Processes
- Documenting Dispute Resolution

Module 6: Contract Management Software and Digital Tools

- Overview of Contract Management Systems
- Automating Contract Processes
- Utilizing Electronic Signatures

- Data Analytics and Reporting
- Integrating AI in Contract Management.

Module 7: Risk Management and Compliance

- Identifying and Assessing Contract Risks
- Implementing Risk Mitigation Strategies
- Conducting Compliance Audits
- Understanding Regulatory Requirements
- Ensuring Data Privacy and Security

Module 8: Contract Closeout and Post-Contract Evaluation

- Finalizing Contract Obligations
- Conducting Post-Contract Reviews
- Documenting Lessons Learned
- Managing Contract Records
- Evaluating Supplier Performance

Training Methodology

- Interactive Lectures and Discussions
- Case Studies and Real-World Examples
- Group Exercises and Role-Playing
- Practical Workshops and Simulations
- Use of Contract Management Software Demonstrations

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org **or call** *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com