

Course Name

Advanced Operations and Maintenance Contracts - Management and Supervision

Sector Name

Project & Contract Management

Document Type

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Advanced Operations and Maintenance Contracts – Management and Supervision

Course Introduction

The Operations and Maintenance Contracts – Management and Supervision course offered by Arcan Academy is designed to equip participants with the necessary knowledge and skills to effectively manage and supervise operations and maintenance contracts. The course covers the principles and concepts of operations and maintenance contract management, including contract planning, execution, monitoring, and control.

Participants will also learn effective management and supervision techniques for ensuring high-quality work and adherence to contract specifications. This program includes lectures, case studies, group discussions, and practical exercises to provide participants with a comprehensive understanding of operations and maintenance contract management and supervision.

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Target Audience

- ✓ **Operations and maintenance managers and specialists:** Individuals responsible for overseeing and managing the day-to-day operations and maintenance of facilities, equipment, or systems.
- ✓ **Procurement professionals:** Individuals involved in the acquisition of goods and services, including contracts for operations and maintenance.
- ✓ **Individuals responsible for overseeing and supervising operations and maintenance contracts:** This includes project managers, contract administrators, and other professionals involved in the management and execution of contracts.

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Learning Objectives

The primary goal of the Operations and Maintenance Contracts – Management and Supervision course is to equip participants with a comprehensive knowledge of the fundamental ideas and concepts involved in managing and supervising operations and maintenance contracts. Upon completion of the course, participants will possess the ability to implement their acquired knowledge in practical scenarios, comprehend efficient management and supervision strategies, communicate proficiently with stakeholders, oversee contract scope, schedule, cost, quality, resources, and risks, and grasp professional and social responsibility principles in contract management.

Furthermore, participants will get knowledge on how to guarantee the production of work of superior quality and strict compliance with contract requirements by effectively using management and oversight strategies. Successful completion of this course will equip participants with the necessary skills to effectively oversee and control operations and maintenance contracts, guarantee favorable project results, and progress in their contract management professions. This training is well-suited for those in positions of operations and maintenance management, procurement professionals, and anybody with the responsibility of overseeing and supervising operations and maintenance contracts.

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Course Outline

✓ Day 01

Introduction to Contract Management

Understanding Contracts:

- ✓ Types of contracts (fixed-price, cost-plus, time and materials)
- ✓ Key contract terms and conditions
- ✓ Contract lifecycle

Role of the Contract Manager:

- ✓ Responsibilities and authority
- ✓ Ethical considerations in contract management

Risk Management in Contracts:

- ✓ Identifying and assessing risks
- ✓ Risk mitigation strategies
- ✓ Risk transfer mechanisms



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Course Outline

✓ Day 02

Contract Planning and Execution

Contract Planning:

- ✓ Developing a contract management plan
- ✓ Defining scope, objectives, and deliverables
- ✓ Creating a work breakdown structure

Contract Execution:

- ✓ Issuing purchase orders and work orders
- ✓ Monitoring and controlling contract performance
- ✓ Managing change orders and variations

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Course Outline

✓ Day 03

Contract Monitoring and Control

Performance Measurement:

- ✓ Key performance indicators (KPIs)
- ✓ Progress tracking and reporting
- ✓ Variance analysis

Quality Assurance:

- ✓ Quality control measures
- ✓ Inspection and testing
- ✓ Non-conforming work management

Cost Control:

- ✓ Cost budgeting and forecasting
- ✓ Cost tracking and analysis
- ✓ Cost control techniques

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Course Outline

✓ Day 04

Contract Dispute Resolution and Termination

Dispute Resolution:

- ✓ Dispute avoidance strategies
- ✓ Negotiation and mediation
- ✓ Arbitration and litigation

Contract Termination:

- ✓ Grounds for termination
- ✓ Termination procedures
- ✓ Consequences of termination

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Course Outline

✓ Day 05

Advanced Topics in Contract Management

Strategic Sourcing:

- ✓ Supplier selection and evaluation
- ✓ Supplier relationship management

Performance-Based Contracting:

- ✓ Incentive-based contracts
- ✓ Balanced scorecards

Sustainability in Contracts:

- ✓ Environmental and social considerations
- ✓ Sustainable procurement practices

Advanced Operations and Maintenance Contracts - Management and Supervision

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 18, 2027	Jan. 22, 2027	5 days	4250.00 \$	UAE , Dubai
May 3, 2027	May 7, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 12, 2026	Oct. 16, 2026	5 days	5950.00 \$	USA , Texas
Aug. 22, 2027	Aug. 26, 2027	5 days	4250.00 \$	Bahrain , Manama

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