



Consulting and Training | Reach New Heights

Course Name

Service Contract Management

Sector Name

Project & Contract Management

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Service Contract Management

Course Introduction

Service contracts are essential instruments for ensuring that outsourced services are delivered efficiently, consistently, and in alignment with organizational objectives. Effective contract management extends beyond contract administration involves defining service requirements, developing clear contractual obligations, monitoring contractor performance, managing risks and changes, resolving disputes, and ensuring contractual value throughout the contract lifecycle. Organizations that adopt structured service contract management practices can improve service quality, strengthen accountability, optimize costs, and build long-term partnerships with service providers.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with the knowledge, practical methodologies, and international best practices required to effectively manage service contracts from planning through closeout. Participants will gain practical skills in developing service specifications, administering contracts, monitoring contractual performance, managing contract changes, mitigating contractual risks, and ensuring that contracts consistently deliver value to the organization.



ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

BOOST

Service Contract Management

Target Audience

- ✓ Contract Managers
- ✓ Procurement and Contracts Professionals
- ✓ General Services Managers
- ✓ Facilities Management Professionals
- ✓ Project Coordinators
- ✓ Professionals responsible for managing outsourced service contracts

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Service Contract Management

Learning Objectives

- ✓ Understand the complete lifecycle of service contracts.
- ✓ Develop clear service specifications and contract requirements.
- ✓ Effectively administer service contracts throughout their execution.
- ✓ Monitor contractor obligations and contractual performance.
- ✓ Manage contract risks, variations, disputes, and compliance requirements.
- ✓ Establish contract governance practices that maximize contractual value and organizational performance.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Service Contract Management

Course Outline

✓ Day 01

Understanding the Service Contract Lifecycle

Service Contract Fundamentals

- ✓ Types of service contracts
- ✓ Key contractual stakeholders
- ✓ Contract lifecycle from initiation to closeout

Defining Service Requirements

- ✓ Translating business needs into service requirements
- ✓ Developing scopes of work
- ✓ Preparing measurable delivery service

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Service Contract Management

Course Outline

✓ Day 02

Developing Effective Service Contracts

Building Contract Documents

- ✓ Contract structure and essential clauses
- ✓ Roles, responsibilities, and contractual obligations
- ✓ Defining acceptance criteria and deliverables

Establishing Service Expectations

- ✓ Service Level Agreements (SLAs)
- ✓ Performance standards
- ✓ Contract milestones and reporting requirements

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Service Contract Management

Course Outline

✓ Day 03

Administering Contracts During Execution

Contract Administration

- ✓ Managing contract implementation
- ✓ Monitoring contractor compliance
- ✓ Managing communications and documentation

Managing Contract Changes

- ✓ Contract amendments and variations
- ✓ Handling scope changes
- ✓ Managing extensions and contractual adjustments

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Service Contract Management

Course Outline

✓ Day 04

Controlling Contract Performance

Contract Performance Monitoring

- ✓ Measuring contractual performance
- ✓ Managing non-conformance
- ✓ Conducting contract performance reviews

Managing Contract Risks

- ✓ Identifying contractual risks
- ✓ Claims and dispute management
- ✓ Corrective actions and contract recovery strategies

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Service Contract Management

Course Outline

✓ Day 05

Contract Closeout, Governance & Strategic Improvement

Contract Closeout

- ✓ Service acceptance and final evaluation
- ✓ Contract completion procedures
- ✓ Lessons learned and contract documentation

Contract Governance & Future Practices

- ✓ Contract governance frameworks
- ✓ Digital contract management systems
- ✓ Artificial Intelligence in contract administration
- ✓ Developing a continuous contract improvement strategy

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Service Contract Management

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 6, 2026	Dec. 10, 2026	5 days	4250.00 \$	KSA , Riyadh
Jan. 3, 2027	Jan. 7, 2027	5 days	4250.00 \$	Bahrain , Manama
May 31, 2027	June 4, 2027	5 days	4950.00 \$	Turkey , Antalya

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

