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Course Name

Advanced Contract Administration & Performance Governance

Sector Name

Administration and Office Efficiency

Document Type

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Advanced Contract Administration & Performance Governance

Course Introduction

Modern contracts have evolved from legal documents into strategic business instruments that govern performance, allocate responsibilities, manage risks, and create long-term organizational value. Effective contract administration is no longer limited to monitoring compliance with contractual terms; it requires continuous performance management, stakeholder coordination, risk mitigation, and governance practices that ensure contractual objectives are successfully achieved throughout the contract lifecycle. Organizations that excel in contract administration improve supplier performance, strengthen business relationships, reduce operational risks, and maximize contract value.

Developed by **BOOST Consulting & Training**, the **Advanced Contract Administration & Performance Governance** program equips professionals with advanced methodologies for managing contracts beyond compliance by integrating contract governance, performance measurement, supplier collaboration, risk management, and continuous improvement. Participants will learn how to establish effective contract administration frameworks that enhance operational control, improve contractual outcomes, and support strategic organizational objectives through internationally recognized best practices.

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Advanced Contract Administration & Performance Governance

Target Audience

- ✓ Contract Administrators
- ✓ Procurement & Contracts Professionals
- ✓ Commercial Managers
- ✓ Project Administration Managers

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Learning Objectives

- ✓ Establish effective contract administration frameworks.
- ✓ Monitor and improve contract performance throughout the lifecycle.
- ✓ Strengthening governance and accountability in contract management.
- ✓ Manage contractual risks proactively.
- ✓ Improve supplier and stakeholder collaboration.
- ✓ Measure contractual value and operational outcomes.
- ✓ Develop a sustainable contract governance strategy.

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Advanced Contract Administration & Performance Governance

Course Outline

✓ Day 01

Foundations of Advanced Contract Administration

Understanding Strategic Contract Administration

- ✓ The evolving role of contract administration.
- ✓ Contract lifecycle management principles.
- ✓ Administrative responsibilities throughout the contract lifecycle.

Building Contract Governance Foundations

- ✓ Roles and responsibilities.
- ✓ Contract governance structures.
- ✓ Establishing accountability mechanisms.

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Course Outline

✓ Day 02

Designing Contract Performance Systems

Contract Planning & Performance Design

- ✓ Defining contractual performance expectations.
- ✓ Developing performance monitoring frameworks.
- ✓ Designing contract administration processes.

Risk & Compliance Planning

- ✓ Identifying contractual risks.
- ✓ Planning mitigation strategies.
- ✓ Establishing compliance monitoring mechanisms.

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Course Outline

✓ Day 03

Managing Contract Execution

Contract Performance Management

- ✓ Monitoring contractual deliverables.
- ✓ Managing supplier performance.
- ✓ Coordinating contract stakeholders.

Managing Operational Contract Issues

- ✓ Handling contract deviations.
- ✓ Managing contractual changes.
- ✓ Supporting dispute prevention through effective administration.

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Course Outline

✓ Day 04

Performance Evaluation & Continuous Improvement

Measuring Contract Performance

- ✓ Developing contract KPIs.
- ✓ Evaluating supplier and contractor performance.
- ✓ Measuring contractual value creation.

Continuous Contract Improvement

- ✓ Conducting contract performance reviews.
- ✓ Identifying improvement opportunities.

Strengthening administrative practices.

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Course Outline

✓ Day 05

Strategic Contract Governance

Contract Governance & Sustainability

- ✓ Governance principles for contract administration.
- ✓ Ethical contract management.
- ✓ Building long-term contractual relationships.

Developing the Contract Administration Roadmap

- ✓ Designing a contract governance strategy.
- ✓ Strengthening organizational contract capabilities.
- ✓ Creating a future-ready contract framework.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Dubai

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