



Consulting and Training | Reach New Heights

Course Name

Contract Preparation and Management

Sector Name

Project & Contract Management

Document Type

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Contract Preparation and Management

Course Introduction

This training course explores and explains how to apply relevant skills underpinned by contractual knowledge to manage risks, disputes, and opportunities that may arise during the life of a contract to achieve a successful outcome. This highly interactive **4-day** course is designed for participants to practice and develop the key facets of advanced contract management skills, all underpinned by the details of the contract.

This program is designed to:

- ✓ Explore the advanced skills to enhance performance in contract selection, development, and management.
- ✓ Enable participants to practice and develop their contract management skills.
- ✓ Help participants begin the immediate implementation of the steps needed to create maximum total value for their organization

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Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Marketing Coordinator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Executive Administrative
- ✓ Risk Manager
- ✓ Program Manager
- ✓ Business Analyst
- ✓ Quality Control Coordinator
- ✓ Assistant Manager
- ✓ Team Leader
- ✓ Senior Supervisors
- ✓ Researcher
- ✓ Entrepreneur
- ✓ Management Consultant
- ✓ Public Relations Director

Contract Preparation and Management

Learning Objectives

- ✓ Identify the basic elements of contracting.
- ✓ Identify and discuss the major steps involved in contracting preparation procedures.
- ✓ Develop the scope of work and recognize the implications of a poorly prepared scope.
- ✓ Discuss the contracting strategy, including pricing.
- ✓ Develop a scope of work negotiation strategy.
- ✓ Use evaluation criteria to select contractors efficiently.
- ✓ Recognize and practice the tendering principles and process.

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Course Outline

✓ Day 01

Introduction to Contract and Contract Preparation

- ✓ Importance of Contract
- ✓ Elements of a Contract
- ✓ Types of Contract
- ✓ Essential Components of a Contract
- ✓ Drafting Clear and Concise Contract Terms
- ✓ Key Clauses and Preparations in Contracts
- ✓ Addressing Risks and Liabilities
- ✓ Negotiation and Collaboration in Contract Preparation
- ✓ Review, Approval, and Finalization of Contracts

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Course Outline

✓ Day 02

Problems in Preparing and Managing Contracts

- ✓ Requirements of an Offer
- ✓ Capacity and Genuine Assent
- ✓ Types of Authority
- ✓ Classical Contract Framework
- ✓ Business Case
- ✓ Acquisition Planning
- ✓ Contracting Methods: Bidding, Negotiation
- ✓ Elements of Scope of Work
- ✓ Decision Analysis Worksheet
- ✓ Implications of a Poor Scope of Work
- ✓ Terms and Conditions
- ✓ Sourcing Strategy
- ✓ Pre Qualification

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Course Outline

✓ Day 03

One versus Several Contracts

- ✓ Fixed Price (Lump Sum) Contracts
- ✓ Firm fixed contracts
- ✓ Economic price adjustment
- ✓ Incentive contracts
- ✓ Cost Reimbursable (Cost Plus) Contracts
- ✓ Percentage of Cost
- ✓ Fixed Fee
- ✓ Award Fee
- ✓ Incentive Fee
- ✓ Time and Material Contracts
- ✓ Intellectual Properties
- ✓ Special Forms of Contracting
- ✓ Research Development
- ✓ Construction projects
- ✓ Information Technology

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Course Outline

✓ Day 04

Negotiation

- ✓ Negotiation Preparation
- ✓ Negotiation Objectives
- ✓ Negotiation Guidelines
- ✓ Techniques Used in Negotiation

Contract

- ✓ Award
- ✓ Evaluation Criteria
- ✓ Pre-Award Meeting
- ✓ Recommendation Report
- ✓ Methods of Awarding a Contract
- ✓ Contract File
- ✓ Post Award Conference
- ✓ Contract Administration
- ✓ Sub Contract Administration
- ✓ Contract Closeout

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 14, 2027	March 17, 2027	4 days	4250.00 \$	KSA , Riyadh
May 3, 2027	May 6, 2027	4 days	4250.00 \$	UAE , Abu Dhabi
Aug. 2, 2027	Aug. 5, 2027	4 days	4950.00 \$	England , London
Dec. 28, 2026	Dec. 31, 2026	4 days	4250.00 \$	UAE , Dubai

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