**PARTNERS IN KNOWLEDGE UK LTD**
**Suite No. 129**
**295 Chiswick High Road**
**LONDON W4 4HH**



# Contracts Administration from Award to Completion

PIK772-0727 UK-LDN-1

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| **Place** | : London | **Venue** | : INDUSTRIOUS (1 and 2, 245 Hammersmith Road Floors, London W6 8PW) - TBC | | |
| **Start Date** | : 05-07-2027 | **End Date** | : 09-07-2027 | **PPP** | : £4950 |

# Contracts Administration from Award to Completion

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**If you can't train them, you can't blame them!**

## Short Description:

COURSE OVERVIEW This training program is structured to provide participants with the fundamental skills and knowledge necessary for the effective management of contracts throughout their entire lifecycle, from the point of award to completion. By focusing on the critical phases of contract administration, the program aims to empower individuals to navigate the complexities of contractual obligations, ensuring that all parties fulfil their responsibilities. Participants will learn best practices in monitoring contract performance, identifying potential risks, and implementing solutions to address issues as they arise. Moreover, the program emphasizes the importance of proactive oversight to achieve successful project outcomes. Through a combination of theoretical knowledge and practical applications, participants will develop competencies in communication, negotiation, and conflict resolution. These skills are vital for fostering collaborative relationships among stakeholders and ensuring alignment with project goals. Ultimately, this training equips individuals with the tools needed to enhance their contract management capabilities, contributing to the overall success of projects and organisational objectives.

## Course Overview:

### COURSE OBJECTIVES

At the end of this program, participants will be able to:

- Master the principles of effective contracts administration.
- Understand the processes involved in contracts management.
- Develop proficiency in interpreting key contract clauses.
- Manage key contract clauses effectively.
- Learn communication strategies for successful contract management.
- Implement strategies for managing change orders and variations.
- Resolve disputes constructively using negotiation and ADR techniques.

### TARGET AUDIENCE

- Contract administrators.
- Contract specialists.
- Project managers.
- Engineers.
- Procurement professionals.
- Purchasing professionals.
- Lawyers and legal professionals involved in commercial contracts.

## Program Outline:

### DAY 1: Fundamentals of Contracts and Administration Principles

1. Varieties of Contracts and Project Scope.
2. Essential Contract Clauses and Risk Distribution.
3. Framework for Contract Administration and Documentation.
4. Roles and Duties.
5. Initiating the Contract and Monitoring Performance.

## DAY 2: Efficient Communication in Contracts and Managing Changes

1. Communication Techniques for Contract Management.
2. Meeting Facilitation and Negotiation Strategies.
3. Handling Change Orders and Variations.
4. Amendments to Contracts and Documentation Management.
5. Digital Contract Management Systems.

## DAY 3: Management of Claims and Resolution of Disputes

1. Different Types of Contractual Claims.
2. Preparation and Documentation of Claims.
3. Dispute Resolution Mechanisms in Contracts.
4. Negotiation Skills and Techniques.
5. Documentation of Claims Resolution and Close-Out.

## DAY 4: Management of Contract Performance and Risk Mitigation

1. Monitoring Project Performance Relative to Schedule and Budget.
2. Risk Management Approaches for Contracts.
3. Evaluation of Contract Performance and Reporting.
4. Management of Contract Extensions and Delays.
5. Ensuring Compliance and Record Maintenance.

## DAY 5: Closing Contracts and Best Practices

1. Final Inspections and Acceptance Processes.
2. Documentation for Contract Close-Out and Final Payments.
3. Lessons Learned and Ongoing Improvement.
4. Best Practices in Contract Administration.
5. Case-Study.