

Advanced Contract Administration: Change Control & Closeout

Duration: 5 Days

Language: en

Course Code: PO5 - 115

Objective

Upon completion of this course, participants will be able to:

- Understand the fundamentals of contract administration and management.
- Develop skills to negotiate, execute, and enforce contracts effectively.
- Implement strategies for risk management and compliance.
- Enhance abilities in dispute resolution and contract closeout.

- Apply best practices for managing contractor performance and relationships.

Audience

This course is intended for:

- Contract managers and administrators
- Procurement and supply chain professionals
- Project managers and coordinators
- Legal and compliance officers
- Anyone involved in contract management within an organisation

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Including:

- Interactive lectures and discussions
- Practical case studies and real-world examples
- Group projects and collaborative exercises
- Hands-on training with contract management tools

Summary

This comprehensive course is designed to provide participants with the skills and knowledge required for effective contract administration and management. Emphasising practical application and strategic thinking, the course covers the entire contract lifecycle, from negotiation and execution to performance and closeout. Participants will learn to navigate legal and regulatory requirements, manage risks, and ensure contractual obligations are met, enhancing their ability to manage complex contracts successfully.

Course Content & Outline

Section 1: Introduction to Contract Administration

- Overview of contract administration
- Key roles and responsibilities
- Contract lifecycle management

Section 2: Negotiation and Contract Formation

- Effective negotiation techniques
- Drafting and reviewing contracts
- Key contractual terms and clauses

Section 3: Contract Performance and Monitoring

- Managing contract execution and performance
- Tools for monitoring and reporting
- Performance metrics and KPIs

Section 4: Risk Management and Compliance

- Identifying and managing risks
- Ensuring legal and regulatory compliance
- Developing risk management plans

Section 5: Dispute Resolution and Contract Closeout

- Handling disputes and claims
- Techniques for alternative dispute resolution (ADR)
- Best practices for contract closeout

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Law, Contracts and Legalities, Management & Leadership

Tags

Contracts, contract management, Contract adminstration

Related Articles



Best courses on contract management

Learning contract management is essential for professionals negotiating, drafting, and managing agreements. It involves understanding legal frameworks, creating effective processes, managing financial aspects, and ensuring compliance. This knowledge enhances organizational efficiency, mitigates risks, and improves business relationships.