



# CONTRACT MANAGEMENT



## COURSE OVERVIEW

This course provides a comprehensive understanding of contract management across its entire lifecycle—from initial planning and drafting to negotiation, execution, performance monitoring, and closeout. Participants will explore key contract types, legal frameworks, risk mitigation strategies, and negotiation techniques. Real-world case studies and hands-on workshops will equip professionals with the practical tools needed to manage contracts effectively, ensure compliance, minimize disputes, and drive better outcomes for their organizations.

## DATES, VENUES AND FEES



20 – 24 July 2025 - Dubai

(5 Days)

Fees

US\$ 4500

**Note:** Fee is per participant + 5% VAT (if applicable).

Groups from the same company can enjoy a **discounted** price.

## WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- Contract Managers and Administrators
- Procurement and Supply Chain Professionals
- Project and Program Managers
- Legal and Compliance Officers

## CONTACT US NOW

+971 (4) 4539841 – 42 – 43  
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC  
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE

Email: [info@mstcme.com](mailto:info@mstcme.com)

Website: [www.mstcme.com](http://www.mstcme.com)





## ACCREDITATION



**This training course is certified by CPD.**

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

## COURSE CERTIFICATE

**MSTC** certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

**CPD** internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

## TRAINING METHODOLOGY

- Expert-led sessions with dynamic visual aids
- Comprehensive course manual to support practical application and reinforcement
- Interactive discussions addressing participants' real-world projects and challenges
- Insightful case studies and proven best practices to enhance learning

## LEARNING OBJECTIVES

To equip participants with the knowledge and skills needed to effectively manage the full lifecycle of contracts—from planning and drafting to execution, performance monitoring, and closeout—while minimizing risk and maximizing value.

## CONTACT US NOW

+971 (4) 4539841 – 42 – 43  
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC  
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE  
Email: [info@mstcme.com](mailto:info@mstcme.com)  
Website: [www.mstcme.com](http://www.mstcme.com)



## COURSE OUTLINE

### DAY 1

#### **Introduction to Contract Management and Lifecycle**

- Pre-test
- Introduction and Course Objectives
- Importance of Effective Contract Management
- Types of Contracts (Fixed Price, Cost Reimbursable, Time & Material, etc.)
- Overview of the Contract Lifecycle
- Stakeholders in the Contract Management Process
- Pre-award Phase: Needs Assessment and Contract Strategy
- Market Analysis and Procurement Planning
- Case Study: Contract Failure Due to Poor Planning

### DAY 2

#### **Contract Drafting, Terms & Conditions**

- Key Elements of a Legally Binding Contract
- Standard Clauses vs. Special Conditions
- Defining Scope of Work (SOW), Deliverables, and KPIs
- Payment Terms and Pricing Structures
- Legal Language and Avoiding Ambiguity
- Common Contractual Risks and How to Draft to Mitigate Them
- Boilerplate Clauses (Force Majeure, Termination, Indemnity, etc.)
- Case Study

### DAY 3

#### **Negotiation and Awarding Contracts**

- Preparing for Contract Negotiation
- Techniques for Effective Negotiation
- Legal and Ethical Considerations in Negotiations
- Multi-party and International Contract Negotiation Challenges
- Evaluating Bids and Proposals
- Contract Award Criteria and Justifications

#### **Cont'd.**

- Communication and Documentation during the Award Phase
- Role Play: Contract Negotiation Simulation

### DAY 4

#### **Contract Administration and Performance Management**

- Contract Implementation and Kick-off
- Monitoring Contractor Performance
- Change Management and Variations
- Managing Disputes and Claims
- Compliance Monitoring and Audits
- Handling Breaches of Contract
- Contract Amendments and Renegotiation
- Workshop: Developing a Contract Management Plan

### DAY 5

#### **Contract Closure and Continuous Improvement**

- Procedures for Contract Close-Out
- Final Acceptance and Deliverables Review
- Financial Reconciliation and Final Payments
- Post-Contract Evaluation and Lessons Learned
- Contract Management Best Practices
- Tools and Technologies (CMS, e-signature, AI-based tools)
- Developing a Contract Management Maturity Model
- Course Review, and Action Plan
- Post test

## CONTACT US NOW

+971 (4) 4539841 – 42 – 43  
WhatsApp: +971 52 398 7781

Millennium Solutions Training Center FZ-LLC  
Block 2B, 1st Floor, Office 134, Knowledge Park, Dubai, UAE

Email: [info@mstcme.com](mailto:info@mstcme.com)

Website: [www.mstcme.com](http://www.mstcme.com)