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## Contract Administration Date: View Online -- Venue: View Online -- Fee: £5,000

**Overview:**

Contracts need to be managed very well in order to maximize the benefits and minimize the risks so that your company reaps the benefits of the contracting process.

Contract administrators review, draft and negotiate contracts, proposals and bids for employers. They analyse the objectives and concepts outlined in contracts and act according to an employer's financial needs. Contract administrators often work with managers and other professionals to negotiate collaborative contracts

Lack of attention to details during the tendering process, poor evaluation techniques and badly administered contracts could result to huge financial losses. Such situation occurs when staff does not have sufficient knowledge or the necessary skills to identify the exposure of risks and the failure to manage the contracts.

This Contract Administration & Management programme has been designed to help the participants to develop those skills and to provide techniques to manage their contracts properly and carefully.

**Coverage:**

* Understanding Contracts
* Efficient Contract Administration techniques
* Contract clause selection in accordance to situation
* Price development for contracting out transactions
* How to interpret contracts
* Contract Schedule Maintenance
* Change Management

**Objectives**

* Understanding contracts - read, understand and interpret
* Demonstrate ability to locate requirements and information in contracts
* Understanding obligations and rights under the contract
* Identification, management and strategies to resolve contractual issues or problems
* Understanding requirements for contract administration procedures
* The ability to setup and administer contract control systems
* Understanding planning, scheduling and monitoring requirements for the work performance
* Understanding the concept of key risk and opportunity areas under the contract
* How to Prepare for claims and disputes
* Learn accountabilities and roles of the administration team
* Review acceptance and Contract close out issues
* Study the Inputs and outputs in contract administration

**How this helps your organisation?**

* Increase efficiency and effectiveness within organisational processes
* Possess knowledge on the latest international practices in contract strategy
* Build strong and effective contracts
* Improved supplier performance
* Improved understanding on legal issues which allow for more effective management of legal rights
* Employees possess more confidence in discussing contract issues with lawyers and different parties
* Effective risk reduction and conflict resolution
* Increased negotiation skills
* Improved legal knowledge

## How this helps you personally?

* Increased knowledge in international deals
* Improved skill set with regards to creating contracts and outsourcing efficiently
* Increased confidence
* Improved ability to produce the requirements of senior managers at a low cost
* Increased recognition within the organisation
* Improved work performance and managerial skills
* Career enhancement
* Improve supplier performance
* Improved expertise in contract development

**Course Structure**

**Contract Administration Objectives**

* The underlying principles of Contract Administration
* How to execute effective Contract Administration
* Who are the key players in the Contract Administration process?
* Roles and Responsibilities of a Contract Manager
* Contract Analysis Guide and Techniques
* Post Award Conferencing
* How to establish the most important deliverables in a contract
* Performance Measurement Tools & Techniques

**Types of Contract**

* View examples of typical Contract Outputs
* Explanation of the different contract types available to the user
* How to Identify Risk and deal with issues before they arise
* How to respond to risk
* Monitoring techniques
* Administration with regards to cost type contracting
* Economic Price Adjustments

**Scheduling & Change Management**

* How to maintain a Contract Schedule
* Expediting Methodologies
* How to use Service Level Agreement (SLA) effectively
* Bonds & Guarantees
* Sources that create change
* Sources that create contract price change
* How to evaluate these price changes
* What are the different types of Bonds & Guarantees available

**Contract Performance & Conflict Resolution**

* Terminating a Contract
* Terminating Service Level Agreement
* What are the valid reasons for cancelling a contract
* How to react to a breach of contract
* What are the solutions for Breach of Contract?
* Right to Cover
* Manuals & Drawing
* Performance of Contracts
* Enforcement methods including negotiation tactics
* Contract Review and Meetings
* Supplier and Contractor relationships
* Issues that can occur with a sub-contractor

**Close-Out & Acceptance**

* How to carry out a post contract review meeting
* Warranties
* Payment methods
* Progress payment
* Source Code ESCROW
* Dispute and Claims Issues
* How to negotiate and deal with dispute and claims
* Final Acceptance
* Final Close-out protocol

**Course Dates:** Weekly

**Venue:** View Online

**Address:** Radisson Hotel

**Fee:** £5,000