



*Training Course:  
The Contracts & Project Management MBA*

*16 - 20 December 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: The Contracts & Project Management MBA

Training Course code: PC1916 From: 16 - 20 December 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction:

Organizations that master best practices in project and contract management can reap benefits such as increased productivity and reduced costs. This 5-day training program, designed by Global Horizon Training Center, to provide both practical and strategic insights into project and contract management, covering critical areas such as project planning and administration, contractor selection and negotiation, project and contract risk identification, team selection and performance measurement.

### Objectives:

The training program aims to equip participants with essential skills and knowledge, including how to:

- Define project outcomes and manage uncertainty
- Understand different contract types and transfer risk effectively
- Develop negotiation skills to meet organizational objectives
- Set up and operate disciplines required to monitor and control projects
- Analyze contractor price and cost and select the best team

### Training Methodology:

Participants will learn through a combination of lectures by experienced practitioners, individual and group exercises, reviewing published articles, checklists, and group discussions. A comprehensive course manual will also be provided, and attendees will be encouraged to present problems for discussion on a confidential basis.

### Organizational Impact:

Organizations will benefit from better-trained personnel leading and guiding the contracting and project process, improvements in the performance of contractors, and increased alignment of project results with the organization's goals.

## Personal Impact:

Attendees will gain mastery in managing project and contract activities, improved negotiation skills, and greater confidence in leading, planning, and managing the entire project and contract process. Participants will also receive increased recognition by their organization, leading to potential advancement and increased job satisfaction.

## Outlines:

### Day 1:

#### Introduction to Project Management

- Benefits of project management
- Why some projects fail
- What makes a "Master" of project management
- Project team and leadership
- Roles in and around projects

### Day 2:

#### Project Planning and Decision Making

- Importance of knowing project outcomes
- Handling uncertainty
- Decision analysis under risk
- Defining project success criteria
- Elements of a great project plan

### Day 3:

#### Contractor Selection and Negotiation

- Understanding different contract types and their risks
- Analyzing contractor price and cost

- Developing negotiation skill sets to meet organizational objectives
- Methods of selecting and leading project and contract teams
- Setting and measuring project and contractor performance goals

#### Day 4:

##### Project and Contract Risk Management

- Identifying and analyzing project and contract risk
- Managing project and contract risks
- Methods of keeping the team focused on the delivery goal
- Enhancing personal effectiveness
- Lessons learned and creating a learning culture

#### Day 5:

##### Contract Administration and Close-Out

- Overview and responsibilities of contract administration
- Contract modifications and disputes
- Termination and close-out procedures
- Monitoring and controlling project progress
- Effective delegation and empowerment

## Registration form on the Training Course: The Contracts & Project Management MBA

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

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info@gh4t.com  
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3 Oudai street, Aldouki,  
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