



*Training Course:  
Certified Contract Manager*

*16 - 20 September 2024  
Kigali (Rwanda)*

## Training Course: Certified Contract Manager

Training Course code: PC4057 From: 16 - 20 September 2024 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction

The Certified Contract Manager training program is designed to provide participants with a comprehensive understanding of contract management principles, practices, and tools. This program is intended to equip individuals with the skills and knowledge necessary to effectively manage contracts from development to closeout, ensuring compliance with legal and regulatory requirements, and achieving successful outcomes for their organizations.

### Methodologies

The program will utilize a variety of methodologies to meet the goals of the training, including:

1. Online modules: Participants will have access to online modules covering the core topics of the program, providing them with the flexibility to learn at their own pace.
2. Instructor-led sessions: Participants will attend instructor-led sessions, either in-person or virtually, to deepen their understanding of the topics and engage in discussions and case studies.
3. Case studies: Participants will have the opportunity to apply their learning to real-world scenarios through case studies, enabling them to practice their contract management skills and apply best practices.
4. Practical exercises: Participants will engage in practical exercises, such as contract drafting and negotiation simulations, to build their skills and gain confidence in their abilities.

### Objectives

By the end of the program, participants will be able to:

- Identify problems, principles, definitions, and the major steps involved in the contracting process.
- Define ways to develop the scope of work and avoid pitfalls.
- Develop criteria to invite, receive and evaluate tenders.
- Identify administration tools and the roles of Contract Manager/Administrator.
- Discuss ways of using lessons learned to minimize confrontations during implementation and avoid disputes.

This Program is designed for:

All those involved in any aspect of preparing, implementing, managing, or administering contracts are committed to proving their dedication to their professional growth. This program is worth 25 NASBA CPEs.

## Program Outline

### Principles, Definitions, and Problems

#### The Contracting Stages

- Preparation
- Tendering
- Contract Award
- Contract Administration

#### The Scope of Work

- Main and Sub-Contracts
- Criteria for Evaluation

#### The Tendering Stage

- Different Pricing Methods
- Pre-Qualification
- E-Auction

#### Contract Administration

- Partnering
- Problem-Solving versus Confrontation
- Contract Interpretation

#### Claims and Change Orders

- Legitimate and Not-So-Legitimate Claims
- Variation and Change Orders

#### Lessons Learned

- How, Who, Where and When

#### Dispute Resolution

- Negotiation
- Other Procedures

## Registration form on the Training Course: Certified Contract Manager

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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  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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