



*Training Course:  
Contract Management*

*3 - 7 March 2025  
Geneva (Switzerland)*

## Training Course: Contract Management

Training Course code: PC234980 From: 3 - 7 March 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

- Define contract management and its role in business operations
- Discuss the types of contracts used in business
- Review the benefits and challenges of effective contract management
- Explain how to implement a successful contract management strategy

### Objectives

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

- Understand the concept and benefits of contract management
- Identify and evaluate relevant contractual factors
- Develop and implement a contract management strategy
- Analyze and interpret contractual terms to inform business decisions
- Communicate findings and recommendations to stakeholders

### Target audience

This training program is designed for contract managers, procurement professionals, legal counsel, project managers, and anyone involved in contract negotiation and management.

### Outlines of Contract Management

#### Day 1

##### Introduction to Contract Management

- Understanding contract management: definition and types
- Identifying relevant contractual factors
- Mapping your organization's contract landscape

## Day 2

### Contract Negotiation and Drafting

- Best practices for effective contract negotiation
- Drafting effective contract language and clauses
- Understanding and mitigating legal risks

## Day 3

### Contract Execution and Performance Monitoring

- Ensuring compliance with contract terms and conditions
- Managing contract modifications and change orders
- Implementing effective contract performance metrics and monitoring

## Day 4

### Contract Administration and Termination

- Ensuring effective contract administration
- Managing contract closeout and termination
- Identifying and mitigating contract disputes and conflicts

## Day 5

### Case Studies and Wrap-up

- Reviewing real-world examples of successful contract management strategies
- Discussing lessons learned and best practices
- Q&A and course evaluation

## Registration form on the Training Course: Contract Management

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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: .....  
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### 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: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

Telephone:  
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