



*Training Course:
Certified Contract Manager*

*14 - 18 September 2026
Kigali (Rwanda)*

Training Course: Certified Contract Manager

Training Course code: PC4057 From: 14 - 18 September 2026 Venue: Kigali (Rwanda) - Training Course Fees: 6350 € Euro

Introduction

The **Certified Contract Manager** program provides participants with a comprehensive understanding of contract management principles, tools, and best practices. It equips professionals to manage contracts from initiation to closeout, ensuring compliance, mitigating risks, and achieving optimal organizational outcomes.

Objectives

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

- Understand the principles, definitions, and key steps in the contracting process.
- Develop clear and effective scope of work documents while avoiding common pitfalls.
- Establish criteria to invite, receive, and evaluate tenders.
- Utilize administration tools and understand the roles of contract managers and administrators.
- Apply lessons learned to minimize conflicts and prevent disputes.

Target Audience

- Contract managers and administrators
- Procurement and supply chain professionals
- Project managers involved in contracts
- Professionals responsible for contract implementation, monitoring, or dispute resolution

Program Outline

Day 1 - Principles, Definitions, and Problems

- Understanding contracts and definitions
- Key contracting principles and challenges

Day 2 - Contracting Stages

- Preparation, Tendering, and Contract Award
- Roles and responsibilities in contract administration

Day 3 - Scope of Work & Tender Evaluation

- Developing main and sub-contracts
- Evaluation criteria and pre-qualification methods
- Pricing methods and e-auction applications

Day 4 - Contract Administration

- Partnering and stakeholder management
- Contract interpretation, claims, and change orders
- Handling legitimate and non-legitimate claims

Day 5 - Dispute Resolution & Lessons Learned

- Negotiation techniques and dispute resolution strategies
- Lessons learned: processes, responsibilities, and best practices
- Implementing improvements to prevent future disputes

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

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