



*Training Course:  
Contract Preparation and Management*

*20 April - 1 May 2026  
Geneva (Switzerland)*

## Training Course: Contract Preparation and Management

Training Course code: PC4060 From: 20 April - 1 May 2026 Venue: Geneva (Switzerland) - Training Course Fees: 9550 € Euro

### Program Objectives:

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

- Identify and discuss the major steps involved in contracting procedures.
- Develop the scope of work and recognize the implications of a poorly prepared scope.
- Discuss the contracting strategy including pricing.
- Select contractors more efficiently.
- Recognize and practice the tendering principles and process.

### This Program is designed for:

All those involved in any step of contracting; also those involved in managing or administering contracts for them to have a full understanding of the contractual provisions they will be managing. This program is worth 25 NASBA CPEs.

### Program Outline:

#### Principles of Contracts

- Definitions of a Contract
- Legal Considerations
- Problems

#### The Contracting Stages

- Preparation
- Tendering
- Contract Award
- Contract Administration

#### The Scope of Work

- Must and Want Criteria
- Clarity and Completeness
- Implications of a Poor Scope

#### Evaluation of Resources

- Evaluation of Internal and External Resources

#### Contract Price

- Lump Sum versus Cost-Plus
- Bonds and Financial Clauses

#### Selection of Contractors

- Pre-Qualification
- Continuous Rating and Evaluation

#### Tendering

- Tender Documents, Procedures and Evaluation

#### Contract Award

- Documentation
- Control Procedures

## Types of Contracts

- Legal
- Corporate
- Interim

## Registration form on the Training Course: Contract Preparation and 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: .....  
 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,  
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