



*Training Course:  
Certified Contract Manager*

*26 - 30 October 2026  
Geneva (Switzerland)*

## Training Course: Certified Contract Manager

Training Course code: PC4057 From: 26 - 30 October 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € 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

### 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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