



*Training Course:
The 3 Phases of Contract Management*

*26 October - 6 November 2026
Vienna (Austria)*

Training Course: The 3 Phases of Contract Management

Training Course code: PC4099 From: 26 October - 6 November 2026 Venue: Vienna (Austria) - Training Course Fees: 9550 € Euro

Introduction

This course provides participants with a deep understanding of contracts in an international context. Delegates will learn the creation, structuring, management, and dispute resolution aspects of contracts, with a focus on improving commercial outcomes, controlling risk, and applying global best practices.

Course Objectives

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

- Understand the role and importance of contracts in business.
- Apply strategies to improve contract management and commercial outcomes.
- Interpret and use key contractual clauses, terms, and structures.
- Manage change, variations, and collateral documents bonds, guarantees, letters of intent.
- Apply dispute resolution techniques in international contexts.

Target Audience

- Contract Managers and Administrators
- Procurement and Purchasing Officers
- Project Managers and Project Directors
- Legal Advisors and Corporate Lawyers
- Professionals involved in tendering, contract negotiation, or supplier management

10-Day Course Outline

Day 1 - Introduction to Contracts & Creation

- The need for contractual relationships
- Offer and acceptance
- Intention to create legal relationship
- Written vs. oral contracts
- Signing, sealing, and witnesses
- Authority to sign and proving authority

Day 2 - Contract Enforcement & Tender Process

- Making contracts enforceable internationally
- Involvement of agents
- What happens if work is carried out without a contract
- Tender process essentials

Day 3 - Structure of Contracts

- Form of Agreement
- General and Special Terms & Conditions
- Schedules and Appendices
- Title transfer and ICC Incoterms
- Notices, laws, and courts

Day 4 - Contractual Structures & Collateral Documents

- Traditional and new contract structures Middle East focus
- Bonds and guarantees: Tender, Advance Payment, Performance, Warranty, Parent Company
- Letters of Intent, Award, Comfort/Awareness
- Managing claims and financial security

Day 5 - Changes & Variations

- Need for consent, assignment/novation, and waivers
- Variation clauses and notice provisions
- Valuation of variations and changes
- Claims and how they arise
- Delays caused by client or contractor/supplier

Day 6 - Force Majeure & Disruption

- Understanding force majeure clauses
- Managing project delays and disruptions
- Risk mitigation strategies
- Case studies of common issues

Day 7 - Dispute Resolution - Part 1

- Negotiation strategies
- Staged dispute resolution clauses
- Litigation vs. arbitration
- Modern best practices in resolving disputes

Day 8 - Dispute Resolution - Part 2

- Mediation, conciliation, early neutral evaluation
- Expert determination, mini-arbitration, pendulum arbitration
- Applying techniques in international contexts

Day 9 - Managing Contract Performance & Changes

- Monitoring contract execution
- Change management and controlling risks

- Using bonds and guarantees strategically
- Enhancing supplier relationships and preventing conflicts

Day 10 - Capstone & ILM Endorsed Assessment

- Work-based assignment: identifying a contractual problem
- Demonstrating contracting strategies, legal engagement, and dispute resolution
- Practical implementation of best practices
- Final review and feedback

Registration form on the Training Course: The 3 Phases of Contract Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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 Position:
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Full Name (Mr / Ms / Dr / Eng):
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Payment Method

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