



*Training Course:  
Advanced Contracts Management*

*22 November - 3 December 2026  
Amman (Jordan)*

## Training Course: Advanced Contracts Management

Training Course code: PC4085 From: 22 November - 3 December 2026 Venue: Amman (Jordan) - Training Course Fees: 6350 € Euro

### Introduction

Effective contract management is critical for organizations handling significant procurement, projects, or service delivery. This program equips participants with world-class contract selection, drafting, administration, and dispute resolution skills. Participants will learn to maximize organizational value, reduce risks, and manage contracts efficiently from pre-award through closeout.

### Objectives

By the end of this 10-day program, participants will:

- Master advanced contract selection, drafting, and management practices
- Understand the legal and commercial framework for contracts
- Identify and mitigate contract and project risks
- Implement best practices for contract administration and performance monitoring
- Handle disputes proactively and effectively
- Improve negotiation, communication, and stakeholder management skills
- Integrate contract management with organizational and project strategies

### Target Audience

- Contract Managers, Administrators, and Coordinators
- Procurement and Purchasing Professionals
- Project Managers and Supervisors
- Legal and Compliance Officers
- Senior Management involved in contracts and supplier relationships
- Professionals responsible for risk and performance in contract execution

### Course Outline - 10 Days

#### Day 1: Introduction to Contracting Principles

- Principles of good contracting
- Importance and purpose of contracts
- Key steps in contract creation
- Essential elements of a valid contract
- Legal aspects: authority, signing, law of agency, and when to seek advice

## Day 2: Tendering & Contract Award Process

- Overview of tendering and award procedures
- Distinguishing price and value
- Obligation documents: bonds, guarantees, letters of intent, letters of award, comfort letters
- Side letters - risks and implications
- International contracting considerations

## Day 3: Organizing Contract Management

- Defining responsibilities and roles
- Contract planning and scheduling
- Communication and expectation management
- Risk assessment and selecting the right contract structure
- Apportioning and incorporating risk management

## Day 4: Types of Contracts & Performance Management Part 1

- Contract types: traditional, EPC, BOT/BOOT, alliance/partnering
- Warranty and service obligations
- Major contract clauses for performance management
- Work ordering, obligations, and ownership transfer
- Contract administration and reporting mechanisms

## Day 5: Types of Contracts & Performance Management Part 2

- Cost control and recovery clauses
- Insurance and indemnities
- Termination, suspension, and dealing with breaches
- Managing subcontractors and suppliers
- Case studies on performance management

## Day 6: Managing Change & Variations

- Understanding and handling change
- Variations in scope, timing, and methods
- Risks of uncontrolled change
- Documenting and managing change requests
- Practical exercises on contract amendments

## Day 7: Drafting Contract Terms and Conditions

- Using standard form documents and templates
- Modifying forms for specific situations
- Drafting special conditions
- Contract compliance and monitoring
- Tools for standardization and checklists

## Day 8: Dispute Avoidance & Resolution

- Identifying potential disputes
- Eliminating sources of conflict

- Negotiation strategies for internal and external disputes
- Legal remedies: litigation, arbitration, mediation, expert determination
- Alternative dispute resolution techniques

#### Day 9: Advanced Negotiation & Risk Management

- Stage processes and compromise in negotiation
- Managing risk in international contracts
- Med/Arb and Pendulum Arbitration
- Lessons from strategic alliances, BOT/BOOT contracts, and consolidated sourcing
- Risk-based decision making in contract management

#### Day 10: Contract Review, Closeout & Action Planning

- Post-award contract review and audit
- Performance evaluation and lessons learned
- Contract closeout procedures
- Implementing best practices in your organization
- Participant action planning and workshop

## Registration form on the Training Course: Advanced Contracts 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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