Global Horizon
TRAINING CENTER

Training Course:
The Contracts & Project Management MBA

20 April - 1 May 2026
Rome (Italy)

Training Course:
The Contracts & Project Management MBA

Training Course code: PC4050 From: 20 April - 1 May 2026 Venue: Rome (Italy) - Training Course Fees: 9550 Euro

Introduction

World-Class organisations understand well the benefits of lower total cost and higher productivity resulting from mastering best practices in the important phases of project and contract management. With a focus on the best practices for processes, methods, and techniques, this program will make a great contribution to the skill sets of those involved in contracts and projects.

This 2 part seminar provides both strategic and practical insights into:

- Preparing and administration of both the project plan and the contract
- Critical contractor selection & contractor negotiations
- Identifying and analyzing project and contract risk
- Selecting and leading project and contract teams
- Setting and Measuring Project and Contractor Performance goals

The seminar is split into two modules:

MODULE I - Mastering Project Management

MODULE II - Mastering Contracts Management - The Oxford 5-Day MBA

Objectives

Participants attending the program will gain from:

- Knowing your outcomes before you start a project
- Dealing with volatile materials pricing
- Discussing the importance of planning and how to manage the Planning Process
- Learning about contract types and how they transfer risk
- Defining and how to take massive action
- Exploring the various pricing models used in preparing proposals
- Methods of how to keep the team focused on the delivery goal
- Developing negotiation skill sets to gain the organisation's objectives
- How to set up and operate disciplines required to monitor and control projects
- Understanding important aspects of contractor price and cost analysis

Training Methodology

Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has "been there-done that", individual and group exercises, reviewing published articles, checklists, and group discussions covering current practices and their relationship to the implementation of new concepts.

Attendees are encouraged to present problems for discussion on a confidential basis, and to share their experience of particular issues in their company or industry. A supportive comprehensive course manual, in both printed and

CD form, enabling practical application and reinforcement is provided. Time will be allowed for general discussions, and for one-to-one discussion with the senior consultant.

Organisational Impact

The organization will benefit by:

- Having the desired outcomes in commercial transactions
- Having better trained project and contract personnel leading and guiding the contracting and project process
- Continuous improvement in the alignment of project results and the organization's goals
- Higher productivity of personnel involved in contract and project activities
- Making projects and contracting a high value added process
- Improvements in the performance of contractors

Personal Impact

Attendees will gain by participation in this program through:

- Mastering skills in managing project and contract activities
- Improved negotiation skills
- Greater ability to develop professionally
- Increased job satisfaction by becoming more expert
- Receiving increased recognition by their organization leading toward advancement
- Greater confidence in leading, planning, and managing the entire project and contract process

SEMINAR OUTLINE

Module I

Mastering Project Management

DAY 1

Introduction to Projects

- What is a project?
- Benefits of project management
- Why some projects fail?
- What makes you a "Master" of project management
- Project team and leadership
- What is the team approach
- Roles in and around projects

DAY 2

Identify Your Outcomes and Plan for Achievement

- The importance of knowing your outcomes

- Project planning
- Handling uncertainty
- Decision analysis under risk
- Defining project success criteria
- Planning issues
- Elements of a great project plan

DAY 3

Organise for Success and Gain & Maintain Commitment

- Personal attitudes and human behaviours
- Gaining and maintaining commitment
- The keys to effective influence and persuasion
- Understanding interpersonal project team dynamics
- Empowerment
- The project support office
- Effective delegation

DAY 4

Monitor and Control Achievements

- Data, information and knowledge management
- Integrating project scope, time and cost
- Performance measures and indicators to monitor performance
- Achieving practical conflict management
- Determinants of project success
- Lessons learned and creating learning culture
- Enhancing personal effectiveness

DAY 5

Take Massive Action and Stay Focused

- Influences on decision making
- Problem solving styles
- Engaging the project team
- Staying focused
- Effective time utilization
- Plan updating and changes handling

Module II

Mastering Contracts Management: The Oxford 5-Day MBA

DAY 6

Contracting and Negotiations Planning

- Elements of a Good Contracting and Procurement Process
- Role of Negotiation
- Negotiation What Is It?
- Characteristics of a Good Negotiator
- Basic Rules of Negotiation, Part 1-A quote is never a concrete number
- Basic Rules of Negotiation, Part 2-The best prepared wins
- Basic Rules of Negotiation, Part 3-Have many issues and a BATNA
- Negotiation Nuggets

DAY 7

Financial Management and Risks

- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Developing Should Cost
- Pricing Models
- Risk Assessment
- Managing the Risks

DAY 8

Contract Types and Payments

- Contract Risk Sharing Continuum
- Types and Guidelines for progress payments
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Economic Price Adjustment Clauses
- Understanding and Using Producing Price Indexes
- Invoices and Payments
- Parties to Letter of Credit

DAY 9

Source Selection and Contract Development

- When and why to use Performance Based Contracting
- Processes for Source Qualification
- Methods of Contracting
- Developing Prequalification and Tendering Criteria and Applying Standards for Final Selection
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Essential Elements

DAY 10

Contract Administration

- The Critical Integration or Entire Agreement Clause
- Post Award Functions - Overview and Responsibilities
- Contract Administration Duties
- Contract Modifications
- Rules of Contract Interpretation
- Contract Disputes
- Termination
- Contract Close-Out

Registration form on the Training Course: The Contracts & Project Management MBA

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

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Full Name (Mr / Ms / Dr / Eng): .....
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Person Responsible for Training and Development

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

- ☐ Please find enclosed a cheque made payable to Global Horizon
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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 booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.