



*Training Course:  
The Contracts & Purchasing Masterclass*

*8 - 12 June 2026  
Vienna (Austria)*

## Training Course: The Contracts & Purchasing Masterclass

Training Course code: PC4106 From: 8 - 12 June 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

### Introduction

This intensive program equips professionals with advanced knowledge and practical tools to manage contracts and purchasing functions strategically. Participants learn best practices in procurement, contract administration, negotiation, tendering, and performance improvement to drive organizational value.

### Course Objectives

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

- Understand the essential requirements for purchasing and contract management
- Review and implement effective contract strategies
- Clarify team roles and responsibilities for optimal performance
- Identify key contract clauses and implement changes across teams
- Apply tendering, negotiation, and sourcing strategies effectively
- Measure and improve purchasing and contracting performance using KPIs

### Target Audience

- Contract Managers and Administrators
- Procurement and Purchasing Managers
- Supply Chain Professionals
- Tendering Committee Members
- Commercial and Sourcing Specialists
- Professionals responsible for contract compliance and supplier management

### Course Outline 5 Days

#### Day 1 - Contract Administration Fundamentals

- Objectives of contract administration
- Effective contract administration and critical elements
- Key players in contract management
- Post-award conferences and contract analysis
- Establishing major deliverables and measurement criteria
- Outputs and contract types

#### Day 2 - Risk Management & Maintaining Contract Schedules

- Monitoring techniques and identifying risks
- Responses to risks
- Types of contracts and administration in cost-type contracts
- Economic price adjustments
- Maintaining schedules and expediting techniques
- Causes and evaluation of contract changes
- Bonds and guarantees

#### Day 3 - Performance, Claims & Dispute Management

- Issues in contract performance
- Contract terminations, breaches, and service-level events
- Rights to cover and managing subcontractor relations
- Acceptance, warranties, and progress payments
- Claims and disputes management
- Negotiation strategies and final acceptance procedures

#### Day 4 - Effective Purchasing in Modern Organizations

- Role of purchasing and expectations from other functions
- Essentials for effective purchasing
- Team roles and responsibilities
- Tools for effective purchasing: spend mapping, supplier intelligence, supplier selection
- Financial and non-financial measures: pricing mechanisms, total cost of ownership, life cycle costing

#### Day 5 - Implementing Improvements & Strategic Procurement

- Using tendering, negotiation, direct sourcing, and e-procurement
- Negotiation preparation, strategies, and cross-cultural considerations
- Implementing purchasing improvements
- Key performance measures and metric hierarchies
- Planning communications and action for continuous improvement

## Registration form on the Training Course: The Contracts & Purchasing Masterclass

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€ Euro

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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