



*Training Course:  
Contracts Administration: From Award to  
Completion*

*13 - 17 July 2026  
Geneva (Switzerland)*

## Training Course: Contracts Administration: From Award to Completion

Training Course code: PC4093 From: 13 - 17 July 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

### Introduction

The contracting process should result in fair pricing, high-quality deliverables, and on-time completion. World-class organizations emphasize **post-award contract administration** as an essential skill for all employees involved in contracts. This intensive program covers:

- Effective contract administration
- Interpretation of contracts
- Maintaining contract schedules
- Controlling contract changes

### Course Objectives

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

- Apply best practices for improved contract outcomes
- Review and implement effective contract administration techniques
- Monitor contracts and manage performance issues
- Analyze contracts and handle change requests
- Address contract termination issues
- Prepare for claims and disputes
- Review acceptance and contract closeout processes
- Understand inputs and outputs in contract administration

### Target Audience

- Contract specialists and administrators
- Contract engineers and analysts
- Project managers involved in contract execution
- Procurement and purchasing professionals
- Bids and tender managers
- Supply chain professionals responsible for contract performance
- Anyone new to contract administration or seeking to enhance their skills

### Course Outlines 5 Days

Day 1 - Objectives of Contract Administration

- Effective contract administration and its critical elements
- Key players in contract administration
- Post-award conference procedures
- Contract analysis and establishing major deliverables
- Identifying what needs to be measured

#### Day 2 - Outputs and Contract Types

- Typical outputs of contract administration
- Monitoring techniques
- Identifying and responding to risks
- Types of contracts
- Administration in cost-type contracts
- Economic price adjustments

#### Day 3 - Maintaining Schedules and Contract Changes

- Maintaining contract schedules
- Expediting techniques
- Major causes of contract changes
- Evaluating price changes
- Practical considerations for bonds and guarantees
- Types of bonds and guarantees

#### Day 4 - Issues in Contract Performance

- Contract terminations and service level events
- Identifying breaches and responding appropriately
- Right to cover
- Handling manuals and drawings
- Supplier and contractor relationships
- Managing sub-contractor issues

#### Day 5 - Acceptance and Closeout

- Warranties and source code escrows
- Forms of payment and progress payments
- Managing claims and disputes
- Negotiating claims and disputes
- Final acceptance and closeout procedures
- Post-contract review meeting

## Registration form on the Training Course: Contracts Administration: From Award to Completion

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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: .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

Telephone:  
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