



*Training Course:
Contracts Administration*

*5 - 16 October 2026
Geneva (Switzerland)*

Training Course: Contracts Administration

Training Course code: PC4064 From: 5 - 16 October 2026 Venue: Geneva (Switzerland) - Training Course Fees: 9550 € Euro

Introduction

Contract administration is essential for ensuring that contracted works and services are delivered according to scope, time, and quality expectations. This program equips participants with the knowledge and skills to manage contracts effectively, from implementation to project closeout, while mitigating risks and handling disputes.

Objectives

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

- Understand the full scope of contract administration responsibilities
- Apply contractual principles to variations, payments, and claims
- Manage insurances, bonds, and guarantees
- Communicate effectively with stakeholders regarding contractual obligations
- Apply dispute resolution methods including alternative techniques
- Conduct project closeout efficiently
- Develop actionable strategies for risk mitigation in contract performance

Target Audience

- Contract specialists and professionals
- Contract and project coordinators
- Bid managers
- Supply chain and procurement professionals
- Contractors and subcontractors
- Cost controllers and project finance personnel
- Executives responsible for contract oversight

Programme Outline

Day 1 - Fundamentals of Contract Administration

- Overview and importance of contract administration
- Role and responsibilities of the contract administrator
- Competencies required for effective contract management
- Key contract deliverables and stakeholder expectations

Day 2 - Implementing the Contract

- Interim payment certificates: purpose, application, contractor entitlement
- Managing payments and withholding procedures
- Understanding contractual obligations and workflow

Day 3 - Variations Management - Part 1

- Initiating variations and instructions
- Measuring and valuing variations
- Adjusting provisional sums and preliminaries

Day 4 - Variations Management - Part 2

- Contractual provisions relating to variations
- Handling sequence and timing changes
- Controlling disruption and scope changes

Day 5 - Claims Management

- Types of claims and initiation
- Assessing admissible items and claim values
- Handling claims under suspension or termination scenarios

Day 6 - Final Accounts and Reporting

- Preparing final accounts
- Final account adjustments and documentation
- Defects liability, warranties, and delay damages
- Reporting requirements for contract performance

Day 7 - Insurance, Bonds, and Guarantees

- Purpose and types of insurance
- Insurance requirements under contracts
- Bonds and guarantees, including parent company guarantees
- Indemnities and risk transfer

Day 8 - Dispute Resolution - Part 1

- Circumstances and sources of disputes
- Contract clauses encouraging negotiation
- Amicable settlement techniques
- Alternative dispute resolution: arbitration, mediation, expert determination

Day 9 - Dispute Resolution - Part 2

- Litigation basics and when to involve courts
- Managing complex disputes
- Case studies of dispute resolution in contracts
- Negotiation and compromise strategies

Day 10 - Project Closeout & Review

- Participants' roles in closeout
- Closeout meetings and documentation
- Post-completion services and lessons learned
- Final program review and practical exercises

Registration form on the Training Course: Contracts Administration

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