



*Training Course:  
Contracts Administration From Award to  
Completion*

*4 - 8 October 2026  
Amman (Jordan)*

## Training Course: Contracts Administration From Award to Completion

Training Course code: PC4113 From: 4 - 8 October 2026 Venue: Amman (Jordan) - Training Course Fees: 4200 € Euro

### Introduction

Once a contract has been awarded—particularly in capital projects such as construction—organizations must ensure that what was contracted for is delivered on time, to quality standards, and within budget. Monitoring performance, managing changes, and controlling risks are critical to achieving successful outcomes. This course equips employees involved in the contracting process with best practices in post-award contract administration to maximize the benefits of procurement activity.

Key focus areas include:

- Effective Contract Administration
- Managing Contract Risks
- Interpreting Contract Wording
- Maintaining Contract Schedules
- Controlling Contract Changes

### Objectives

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

- Achieve better outcomes from contracts
- Update contract administration techniques
- Monitor contract performance effectively
- Manage the contract change process
- Analyze contract obligations and risks
- Handle contract defaults and apply remedies, including termination
- Prepare for contract claims and disputes
- Review acceptance procedures and contract closeout

### Target Audience

- Contract Specialists and Professionals
- Contract and Project Administrators/Coordinators
- Contract Engineers and Analysts
- Construction Contract and Project Managers
- Bids and Tenders Managers and Officers
- Buyers and Purchasing Professionals
- Supply Chain professionals concerned with contract performance
- New employees in contract management or those seeking to enhance contract administration skills

## Course Outline

### Day 1 - Objectives of Contract Administration

- What is Effective Contract Administration?
- Causes and effects of contract failure
- Analysis of contract requirements
- Defining the job: specifications and statements of work
- Key players in contract administration
- Typical outputs of contract administration

### Day 2 - Managing Contract Risks

- Identifying contract risks and responses
- Contract types
- Important contract clauses related to risk
- Using bonds and guarantees
- Working with Service Level Agreements SLAs

### Day 3 - Managing Performance and Contract Changes

- Monitoring supplier performance
- Expediting techniques
- Major causes of contract changes
- Contract price adjustments
- Requesting supplier price breakdowns
- Analyzing contractor costs and prices

### Day 4 - Issues in Contract Performance

- Contract defaults and breach response
- Liquidated and unliquidated damages
- Termination options
- Force majeure
- Supplier and contractor relations

### Day 5 - Acceptance and Closeout

- Final acceptance
- Contractor warranties
- Managing retention sums
- Administration of final payments
- Negotiating claims and disputes
- Closeout procedures and handover

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

Training Course code: PC4113 From: 4 - 8 October 2026 Venue: Amman (Jordan) - Training Course Fees: 4200 € 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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.