



*Training Course:  
Fundamentals of Contract Management*

*17 - 21 August 2026  
Trabzon (Turkey)*

## Training Course: Fundamentals of Contract Management

Training Course code: PC236559 From: 17 - 21 August 2026 Venue: Trabzon (Turkey) - Training Course Fees: 5775 € Euro

### Introduction

Contracts form the foundation of successful commercial relationships, procurement activities, and project execution. Effective contract management ensures that organizations achieve value for money, minimize risks, maintain compliance, and foster productive relationships with suppliers, contractors, and clients.

Designed by [Global Horizon Training Center](#), this introductory program provides participants with the essential knowledge and practical skills required to understand the contract lifecycle, administer contracts effectively, monitor contractor performance, manage documentation, and recognize common contractual risks. The course combines practical examples, interactive discussions, and real-world scenarios to prepare participants for entry-level responsibilities in contract management.

### Objectives

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

- Understand the principles and importance of contract management.
- Explain the complete contract lifecycle from planning to close-out.
- Recognize the roles and responsibilities of contract stakeholders.
- Understand the essential elements of legally enforceable contracts.
- Apply basic contract administration procedures during contract execution.
- Monitor contract performance using simple performance measures.
- Identify common contractual risks and appropriate mitigation techniques.
- Manage contract documentation and contractual communications effectively.
- Recognize contract changes, variations, and basic dispute resolution processes.
- Apply contract management best practices in everyday business operations.

### Course Methodology

The program utilizes an interactive and practical learning approach that combines:

- Instructor-led presentations

- Practical contract administration exercises
- Group discussions and workshops
- Real-life contract examples
- Case studies
- Individual and team activities
- Knowledge assessments
- Question-and-answer sessions

## Organizational Impact

Upon completion of this program, organizations will benefit from:

- Improved understanding of contract management fundamentals.
- Better compliance with organizational contract procedures.
- Enhanced documentation and record management.
- Reduced contractual misunderstandings and administrative errors.
- More effective communication with suppliers and contractors.
- Improved contract monitoring and reporting.
- Greater awareness of contractual risks and obligations.
- Better support for procurement and project management activities.
- Stronger contract governance and accountability.

## Target Audience

This program is specifically designed for professionals with little or no prior experience in contract management, including:

- Newly appointed Contract Administrators.
- Junior Contract Officers.
- Entry-level Procurement and Purchasing Professionals.
- Graduate Engineers involved in contracts.

- Junior Commercial Officers.
- Project Coordinators and Project Support Staff.
- Vendor and Supplier Management Coordinators.
- Administrative professionals transitioning into contract management roles.
- Fresh graduates seeking careers in procurement, commercial, or contract management.
- Professionals with **0-3 years of experience** looking to build a strong foundation in contract management.

## Outlines

### Day One:

#### Fundamentals of Contract Management

- Understanding contract management and its importance
- Types of commercial, procurement, service, and construction contracts
- The complete contract lifecycle
- Key contract terminology and definitions
- Roles and responsibilities of contract stakeholders
- Principles of contract governance
- Ethical conduct in contract management
- Introduction to contract documentation
- Practical exercise: Identifying contract components and stakeholders

### Day Two:

#### Contract Formation and Documentation

- Developing the Statement of Work SOW
- Defining Scope of Work SOW and Technical Requirements
- Writing clear deliverables and acceptance criteria
- Roles of technical specifications in successful contracts
- Common mistakes in preparing the Scope of Work

- Practical Exercise: Developing a simple Scope of Work

#### Day Three:

##### Contract Administration During Execution

- Overview of the procurement and tendering process
- Types of tender evaluation
- Understanding Technical Evaluation
- Understanding Commercial Evaluation
- Roles of evaluation committee members
- Evaluation criteria and scoring methodology
- Responsive vs. non-responsive bids
- Basics of supplier selection
- Award recommendation process
- Practical Exercise: Evaluating a simple tender submission

#### Day Four:

##### Managing Contract Changes and Risks

- Understanding contract amendments and variations
- Managing change requests
- Introduction to contract risk management
- Identifying common contractual risks
- Risk allocation between contracting parties
- Recognizing contract non-compliance
- Introduction to contract claims
- Basics of dispute prevention and resolution
- Practical case study: Managing a contract variation

#### Day Five:

### Contract Close-Out and Best Practices

- Contract completion procedures
- Acceptance of deliverables
- Final inspections and completion certificates
- Final payments and contract close-out documentation
- Lessons learned and continuous improvement
- Contract performance evaluation
- Developing contract administration checklists
- Contract management best practices
- Final case study integrating the complete contract lifecycle
- Course review, assessment, and action planning

## Registration form on the Training Course: Fundamentals of Contract Management

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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: .....  
 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  
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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  
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