Global Horizon
TRAINING CENTER

Training Course:
Contract Preparation and Management

15 - 26 March 2027
Venice (Italy)

Training Course:
Contract Preparation and Management

Training Course code: PC4060 From: 15 - 26 March 2027 Venue: Venice (Italy) - Training Course Fees: 9550 Euro

Introduction

Effective contract preparation and management are critical to achieving organizational objectives while mitigating risk. This 10-day program equips participants with practical knowledge and skills to manage the full contracting lifecycle from preparing the scope of work and evaluating contractors, through tendering, contract award, administration, and control procedures. Participants will gain confidence in handling contractual obligations and applying best practices in both legal and operational aspects of contracts.

Program Objectives

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

- Identify and discuss the major steps involved in contracting procedures.
- Develop clear and actionable scopes of work and recognize the consequences of poorly prepared scopes.
- Apply effective contracting strategies, including pricing considerations.
- Select and evaluate contractors efficiently.
- Understand and practice tendering principles and processes.

Target Audience

- Contract specialists and administrators
- Project managers and coordinators
- Procurement and supply chain professionals
- Legal and compliance staff involved in contracts
- Executives overseeing contractual agreements
- Anyone involved in tendering or contract administration

Course Outline

Day 1-2: Principles of Contracts

- Definitions of a contract
- Legal considerations in contracts
- Common contract problems
- Understanding the contracting lifecycle

Day 3: Contracting Stages

- Preparation, tendering, and contract award
- Contract administration fundamentals

Day 4-5: Scope of Work

- Must vs. want criteria
- Ensuring clarity and completeness
- Consequences of poor scope definition

Day 6: Evaluation of Resources

- Internal vs. external resources
- Resource planning for contracting

Day 7: Types of Contracts

- Legal, corporate, and interim contracts
- Contract pricing: lump sum vs. cost-plus
- Bonds and financial clauses

Day 8: Selection of Contractors

- Pre-qualification processes
- Continuous rating and evaluation

Day 9: Tendering

- Tender documentation preparation
- Tender procedures and evaluation criteria

Day 10: Contract Award and Control Procedures

- Documentation and control measures
- Contract administration and monitoring
- Closing and lessons learned

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Registration form on the Training Course: Contract Preparation and 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: .....
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
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Payment Method

- [ ] Please find enclosed a cheque made payable to Global Horizon
- [ ] Please invoice me
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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.