



*Training Course:
Contracts Professional*

*21 - 25 June 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Contracts Professional

Training Course code: PC1946 From: 21 - 25 June 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Contracts are the backbone of all commercial and operational relationships. Effective contract management ensures that organizational objectives are achieved, risks are minimized, and business relationships are preserved. The **Contracts Professional** program is designed to equip participants with the practical skills and knowledge required to manage the full contract lifecycle—from drafting, negotiation, execution, and monitoring to dispute resolution and closeout. Participants will learn to identify contractual risks, optimize agreements, and apply industry best practices to ensure compliance, performance, and strategic value.

This program blends theory, case studies, and practical exercises to develop professionals capable of handling complex contracts in diverse industries, including energy, construction, procurement, and service delivery.

Objectives

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

- Understand the full lifecycle of contracts and their strategic importance.
- Draft, review, and interpret contractual documents accurately and effectively.
- Negotiate contract terms to balance risk and reward.
- Apply legal and commercial knowledge to mitigate contractual risks.
- Monitor contract performance, manage changes, and ensure compliance.
- Resolve disputes efficiently through structured approaches.
- Integrate contracts management practices into organizational strategy.

Target Audience

- Contract Managers and Contract Administrators
- Legal Advisors and In-house Counsel
- Procurement and Sourcing Specialists
- Project Managers and Program Managers
- Commercial Managers and Officers
- Compliance and Risk Management Officers
- Professionals involved in negotiation and dispute resolution
- Employees responsible for monitoring performance and contract execution

Course Outline 5 Days

Day 1: Fundamentals of Contract Management

- Definition, purpose, and types of contracts
- Contract lifecycle overview
- Roles and responsibilities of contract professionals
- Legal frameworks and compliance requirements
- Case study: Common contract pitfalls and lessons learned

Day 2: Drafting and Reviewing Contracts

- Key contract components: terms, clauses, schedules, and appendices
- Drafting principles and best practices
- Avoiding ambiguity and mitigating risks
- Contract templates and standard forms
- Workshop: Drafting and reviewing sample contracts

Day 3: Contract Negotiation and Risk Management

- Negotiation strategies and tactics
- Risk identification, allocation, and mitigation
- Handling change orders and amendments
- Contract performance indicators KPIs
- Case study: Negotiation simulation with risk assessment

Day 4: Monitoring, Performance, and Compliance

- Contract administration and performance monitoring
- Auditing and reporting for compliance
- Dispute prevention and escalation procedures
- Managing supplier relationships and deliverables
- Exercise: Contract tracking and performance evaluation

Day 5: Dispute Resolution and Closing Contracts

- Approaches to resolving disputes mediation, arbitration, litigation
- Contract termination and closeout procedures
- Lessons learned and continuous improvement
- Integration of contracts into organizational strategy
- Final workshop: Comprehensive contract management simulation

Registration form on the Training Course: Contracts Professional

Training Course code: PC1946 **From:** 21 - 25 June 2027 **Venue:** Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside **Training Course Fees:** 6350 € 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.